

The School Day

Year group	Doors open	Doors close and registration begins	Registration closes	Morning session	Afternoon session
Nursery	8.30 12.30	8.45 12.45	8.50 12.50	8.30-11.30	12.30-3.30
Reception	8.45	8.55	9.00	9.00 -11.50	1.10 - 3.20
Year 1	8.45	8.55	9.00	9.00 -11.55	1.20 - 3.20
Year 2	8.45	8.55	9.00	9.00 -12.00	1.20 - 3.20
Key Stage 2	8.45	8.55	9.00	9.00 -12.10	1.20 - 3.20

Punctuality

Please ensure your child is on time and ready to enter their classroom door between 8.45 and 8.55.

We closely monitor attendance, punctuality and its impact on children's learning. Your child must be in class by 8.55 a.m. to register. The class doors shut at 8.55 and for the staff and children's safety the door remains closed. If you arrive after 8.55 please bring your child to the main entrance to sign them in.

Appointments

If your child has a dentist, doctor or hospital appointment he/she must be brought to school as normal. You will need to collect and return your child from the office, and sign our appointments book. Please make sure you advise your teacher in advance of a meal choice if your child returns before lunch and has school dinners.

Attendance & Holidays in Term Times

Children of school-age who are registered at a school must, by law, attend school every day. Attendance is important, not just because the law requires it, but because it is the best way of ensuring that a child makes the most of the educational opportunities which are available to him or her. There may be occasions when a child has to miss school - for example, if he or she is very unwell.

In particular, parents should avoid taking their children out of school during term-time in order to go on holiday. Holidays will not be authorised and only in exceptional circumstances will be considered by the head teacher to be granted authorisation. Absence request forms for exceptional circumstances are available (<http://www.manorfields.herts.sch.uk/pdfs/Absence-Slips-2.pdf>)