**Maidenhill Primary and Nursery Class**

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**Information Bulletin- Arrangements for Monday 19th August**

**Arrival and Departure Timeline (Mr McDonald and Miss Shaw will be on hand to support)**

8.00 *Children arrive for MACS breakfast club- please ring the MACs buzzer at the main front door entrance and wait for MACs staff.*

8.00 *Nursery children with extended hours begin to arrive. Please wait at main front door entrance until nursery staff open doors at 8. Thereafter, please ring the nursery buzzer*.

8.40 *Children and parents/ carers in P2-5 can begin to arrive. Please enter the playground via the gate to the left of the main entrance plaza and wait until school entry time.*

8.50 *Nursery children with core am hours to arrive. Please wait at main front door entrance until nursery staff open doors.*

8.50 approx. *Children travelling by bus will arrive. They will be escorted from the bus to the playground in order to wait for entry time.*

8.55 *Entry for P2-5 children via West Doorway from playground (class teachers on hand to support). P2-5 parents/ carers leave.*

from 9.00 *Children and parents/ carers in P1 can begin to arrive. Please enter the playground via the gate to the left of the main entrance* *plaza and wait*.

9.10/ 9.15 approx. *Entry for P1 children plus 1 parent/ carer via West Doorway (class teachers on hand to support).*

11.50 *Entry for parents collecting core am Nursery children. Please wait at main entrance plaza until doors are open.*

12.50 *Nursery children with core pm hours to arrive. Please wait at main front door entrance until nursery staff open doors.*

3.00 *Primary 2-5 children leave school building, via West Doorway into playground. To allow children to easily locate their parents/ carers, parents and carers should remain within playground parent zone (class teachers on hand to support).*

*Children attending MACS after school will be collected by MACS staff from classrooms and will be escorted to atrium.*

*Children travelling home by bus will be collected from class and will be escorted by school staff to the bus bay.*

3.50 *Entry for parents collecting core pm Nursery children. Please wait at main entrance plaza until doors are open.*

**Lunches**

All children in P 1-3 are entitled to a free cafeteria lunch and will be able to order their lunch in class from Monday 19th. They will be supported in this process and in the dining hall by school staff. They may also bring a packed lunch to school. Packed lunches will be eaten in the atrium.

Children in P4-5 will also be able to order a cafeteria lunch. Contrary to previously advertised information, parents will be unable to pay for this in advance until new accounts are set up. The school is currently working with the relevant catering staff to ensure this happens promptly. This does mean, however, that P4-5 children ordering a lunch on Monday will initially have a debit on their account which can then be settled at a later date. Apologies for any confusion- we will ensure that no child goes hungry!

**Enrolment Forms**

If you have any outstanding paperwork to hand in or to complete, please visit the school office as soon as possible. It is likely that our office will be extremely busy on Monday morning and your patience will be greatly appreciated.

**Medication**

We have tried to contact most parents (with varying degrees of success!) where transition information has indicated medication may be necessary on Monday 19th. If this applies, please visit the school office as soon as possible to complete all necessary paperwork, bringing relevant medication with you.

**Bus Transport**

The education department has provided us with a list of children who are permanently or temporarily eligible for bus transport. Please visit the school to confirm uptake of this service, particularly in the first week.