 **Communication at BWA**

*The best for every child, every day.*

**Beginning of Day arrangements - English stream and Bilingual English days**

**8:25am** Main gates open.

Parents and pupils to enter in the normal way through the main gates.

**8:30am** Staff to great pupils at main door entrance / reception classrooms/ nursery classroom.

Parents to exit via the 1902 gate – this is by the pirate ship play are. If you have a buggy then you may use the gates by the school office.

**8:45am** Main door and large black gate to close.

Any pupils arriving after 8:45am must report to the school office.

This means that our playground should be clear by 8:50am.

**Bikes**

* Bikes should be stored safely in dedicated racks, under the covered area by the ramp entrance.

**Scooters**

* Scooters should be stored safely in the dedicated rack by the school office door.

**Play**

* No equipment is allowed to be used before or after the school day by anyone.

**Toilets**

* Pupils may use the outside toilets but no adult may enter these areas.

**Breakfast Club**

If you use Breakfast Club, please take note of the arrangements set out below.

* Gate will open at 7:30am.
* School gate shuts at 8:00am.
* Entry after 8:00am by office staff.
* Last entrance – 8:15am.