



International School of Madrid

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Head teacher: Mrs. A. Mazón

17th September 2008

Dear Parents,

Arrival and Dismissal

Please remember that full school days (8:35 am – 4:00 pm) begin on Friday, 19th September.

Children must enter the school **via the Rosa Jardón gate only**. Only bus children may ever enter via the Cuesta del Sagrado Corazón gate. The Rosa Jardón gate is opened at 8:25 am. **Children must not be brought to school before 8.25 am as no supervision can be provided.**

On arrival, children in Years 1 to 6 should line up with their classes in the main playground. Children in Nursery and Reception should be taken to the Foundation Stage playground.

At 8:35 am the bell will be rung and classes will be led into school by their teacher. Any child in Years 1 to 6 arriving after this time must make their own way to class. It is not necessary for parents to bring their children upstairs.

Children in Nursery and Reception who arrive late may be taken to the classroom door by their parents. Please note, however, that you should always enter and exit the school **via the doors in the Foundation Stage playground.**

Registration occurs at 8:45 am and all children should be in school by this time.

School finishes at 4:00 pm. Children in Nursery and Reception should be collected from the Foundation Stage playground. Children in Years 1 to 6 should be collected from the main playground. Everyone should exit via the Rosa Jardón gate.

At 4:15 pm a bell will be rung. At this time, any children who have not been collected will be taken inside. Anyone who has been collected should vacate the playground immediately.

Thank you.