

Prep/After School Clubs – pupil collection arrangements - September 2018

Pupils in Years 7-13 who remain for prep or an activity must remain in school until 5:45pm.

Parents should park in the Junior School Car Park, at the rear of the Dining Room, and collect pupils from the outside of the Dining Room at 5:45. Please do not ask pupils to meet you elsewhere on campus, or to walk across the car park to you. The nights are drawing in and we do not want pupils walking around moving vehicles in the dark.

Pupils in the junior school, who have siblings in the senior school, will be taken to the dining room to await collection by parents/guardians. Collection for junior school pupils should coincide with the end of senior school prep at 5:45pm.

In summary:

4.30pm – 5.45pm

Prep/after school activities

5.45pm

Pupils make their way to the dining room to meet with parents

5.45pm

Pupils booked in may stay for tea*

6pm

School is closed to day pupils. Boarding pupils will be in activities or in second prep

In an emergency

If you have an emergency and are unable to arrive until after tea has ended at 6pm, your son/daughter will be with boarding pupils either in prep or in the Boarding House. Please call the duty phone to establish where they are.

The senior school out of hours emergency telephone number is: 07432 518993

The junior school out of hours emergency telephone number is: 07432 521510

Fielding Boarding House – 01295 781240

Margaret Fell Boarding House – 01295 781255

Penn Boarding House – 01295 781270

Please note that these numbers are only to be used if absolutely necessary and cannot be used to pass on messages to pupils or staff.

*Please note, to ensure that catering numbers can be met, at least 48 hours' notice is required to book tea.