



## **PRE-PREPARATORY DEPARTMENT**

### **First Day Policy**

*School Mission Statement:*

***“Learning and growing in  
the light of the gospel”***

#### **WITHIN THE POLICY:**

- The Authority and Circulation

## **FIRST DAY PRE PREP**

All Cygnet to Year 2 pupils are to arrive between 0800 and 0850 to the Gentili Centre through the coded gate (code: 5678). They will be greeted in the Playground or Tiffin Room by a member of the Pre-prep staff. Please sign your child in on the relevant clipboard in the foyer by highlighting their name – this will be located on a table to your left. If you have any bags/coats that you want to drop into their classroom then please help your child to do this, staff will be preparing for the day and will be able to answer any questions you may have. At 0850 the whistle will blow and the pupils will line up in their classes on the playground, be greeted by their class teacher and taken to the classrooms for Registration. You are welcome to stay to see your child go into school but we ask that you say your goodbyes on the playground please- thank you.

New pupils will need to bring the following items to school:

- The School rucksack (named) with trainers inside
- Outdoor coat
- The School book bag (named with a distinguishing keyring)
- Any holiday homework

**Reviewed: ND August 2016**