

Location	Notes
Meet parents and pupil(s) in main reception area	Main office - Signing pupils in and out Plasma Screen Main reception area displays
Introduce parents and pupil(s) to Head Teacher or SLT	
Main Hall	KS1/2 Assembly and Phase Assembly PE, gym, choir, dance, school plays School Value Displays
Brief tour of KS2 areas	Celebration corridor and Sporting trophies Corridor including group rooms, KS2 toilets and ICT suite Y5/Y6 block including group areas if required Introduce KS2 pupils to teacher <ul style="list-style-type: none"> Buddies, Peg, Tray Keep bags closed - crows
Playground areas	All Pupils to playground between 7.10 and 7.20 Three breaks at 08.55, 10.30 and 11.45 <ul style="list-style-type: none"> Friendship benches ABC, Trim Trail, Climbing Frame, Chillax Zone Healthy snacks - NO peanuts, NO chocolate Plenty to drink - water fountains - NO cans or fizzy drinks "No hat - no play" operates in summer term Toilet access doors from playground
Art room	
Library	Library time - Library books Reference area Bookshop - savings card
Performing Arts Studio	Drama, Circle Time, Singing club, Y6 Drama Club Cyprus Music Service - Y3 upwards Music specialist - Curriculum Development Teacher
KS1 / KS2 area	Introduce KS1 / KS2 pupils to teacher <ul style="list-style-type: none"> Buddies, Peg, Tray Keep bags closed - crows KS1 Pupils MUST be picked up by an adult from classroom if they are not travelling on the bus Any changes must be made in writing on Home Link card, or an adult must phone the office
Staff room	Access to staff during break times

<p>Return to main reception area</p>	<p>Repro room - First Aid Room - Medical problems Inhalers - KS2 keep in bags - KS1 with class teacher Parents are given paperwork appropriate to child's year group:</p> <ul style="list-style-type: none"> • School map • Welcome information sheet • Swimming timetable for Y2 and above • A copy of the latest newsletter and recent letters • Other appropriate documentation such as: Cyprus Music Service, after-school clubs <p>Talk about:</p> <ul style="list-style-type: none"> • School values • Home reader and reading record • House points system / Golden Mentions / school council • Cycling to school - Y5/6 only if they have passed their cycling proficiency and wear a helmet. Other years with parents • Inter-school sports - football, swimming, Dhekelia dash etc. • After school clubs - netball, running, singing, football etc. • Clubs on camp (info in HIVE) - cubs/scouts/brownies, youth club, football, netball, hockey, ballet & tap, tai-kwon-do, station library etc. • One week settling-in chat and three week follow-up meeting with CT • School Website <p>Items available from school shop:</p> <ul style="list-style-type: none"> • PE kit - House colour • Reading book bag • Sweatshirts • School baseball cap • Swimming cap
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