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**6.21 EE Coming in from outside PROCEDURE - Bishops Manor**

* The tambourine is shaken - the children are given a 5 minute warning to end their play
* 5 minutes later, the tambourine is shaken again - the children are directed to tidy up
* The gold bell is rung inside and out - this indicated **end of play, all children go to the cloakroom.**
* Headcount commences.

- If all children are accounted for - the routine is then followed.

- If any children are unaccounted for - sweeps of the building and outdoors commence.

* When all children are accounted for the routine is then followed.