



School day

- School begins at 8.50am. The main entrance door will be open from 8.50am for parental enquires only - all the children will meet their teachers at the doors or gates by their entrance points. For health and safety reasons we ask you to leave any pushchairs in the covered area in front of the door. Parents are requested to contact the school on **01884 840282** if a child is absent for whatever reason i.e., illness, medical/dental appointments.
- School finishes at 3.30pm. The KS2 children will leave by the allocated exits around school. EYFS will exit via the front office and KS1 are met by parents on the main playground once their class teacher has identified who is collecting them from their class lines. Please wait on the playground until the class teacher can see you to release your child to you.

Lunchtimes

- The lunch break is from 12.00-1.00pm. Your child may have either a school lunch or bring a packed lunch. Reception children eat their lunch first at 12.00pm followed by a designated order of the other classes.
- If your child is in EYFS and KS1 then they are entitled to a free school dinner, if your child is in KS2 you are required to pay for your child's school dinner, unless you are in receipt of Pupil Premium then School Meals are free, and the current cost is £2.50 per day (this may be subject to change in September when we change our meal provided). Included in this cost is a main meal and pudding.
- It is the parents/carers responsibility to order your child's school meal (even if your child receives a free school meal) and all orders need to be made through My Child At School (MCAS). At present, meals need to be ordered no later than the Thursday of the week before they are required.
- Children may bring their own drink to accompany their meal (no cans, glass bottles or fizzy drinks). Packed lunches are stored outside the classrooms for all classes.
- In addition to their lunchtime drink your child may also bring his/her own bottle of water to store in the classroom so they can take a drink when they are thirsty provided it doesn't interrupt teaching. **N.B water only.**

Playtimes

- Children can find playtimes a little daunting. We try hard to ensure that all new children are given as much support as they require in this area.
- For morning play your child may bring a piece of fruit as a snack which will be kept in children's book bags. The children in EYFS and KS1 are also provided with a free piece of fruit or vegetable daily by the free fruit for schools' scheme.
- During lunchtime play, responsible Year 6 children support the new children in the playground as buddies at lunchtime.

School uniform

See list of requirements in the school prospectus which can be located on our website. Please make sure all items of uniform are clearly named and your child knows where his or her name is on the item of clothing – particularly coats and jumpers or cardigans. The most effective way is to purchase material labels which can be sewn in. Please check the name regularly if it has been written in as it does wash out quickly. Clothing should be easy for your child to undress/dress independently.

Please note children in Reception and KS1 only change for indoor P.E. sessions and will therefore only need to have the school's red polo shirt and black shorts. Trainers will only be required during the summer term when we use the grass for outdoor sessions. The class teacher will inform you nearer the time as to when trainers will be needed.

School ties and book bags are available from the school office. These should be paid for on MCAS before collecting. All other uniform is now supplied by an online company called Brigade Clothing- details can be obtained from the school office. All uniform must be paid for at the time of purchase. Thank you.

Medicines

Only medicines **prescribed** by your child's GP which need to be taken in school may be administered by a qualified first aider, provided a medical form has been filled in (available from the office). The medicine will be administered at **12.00 noon only**. This form also needs to be filled in for asthma sufferers who require their inhalers as and when. Inhalers and the forms are then kept centrally in the classroom which is accessible during the school day with adult supervision. Please inform your child's teacher of any medical conditions/allergies during the home visit. If your child requires further support with any medical needs, please contact the Head teacher, Mr Wallace.

Head lice

This is something which can affect children, particularly of this age. There is no stigma attached to this and head lice tend to prefer clean hair. To attempt to avoid a 'visit' please try to keep long hair tied up and check your child regularly. If your child contracts them, please inform your child's teacher and a letter will then be sent out to all parents whose child is in that class asking them to check their child's hair.

My Child At School (MCAS)

Once your child has enrolled at school you will be provided with details on how you can set up your My Child At School account. Through MCAS you can order your child's school meal and access information and pay for any upcoming trips your child may be invited on.

Please check your child's name is spelt correctly on the information sheet you received telling you who your child's class teacher is. If it is not, please let us know today so we can prepare your child's books accurately.