

## The School Day

### **Arrival at School**

We like to emphasise the importance of good punctuality particularly as the children get upset if they arrive late or miss the instructions for the day. Classroom doors are open from 8.45 a.m. to allow the children into school as they arrive, to alleviate congestion on the pathways and to avoid lining up. The official starting time for school is 8.55 a.m. when all the doors close. If you arrive after 8.55 a.m. you must take your child to be registered late at the school office. The child's time of arrival is registered and then a member of staff brings the child in and directs them to their classroom. In this way we can be sure who is safely in the building.

Please keep the children with you until they enter the classroom and do not allow them to play on the playtrail or kick footballs. There are two pedestrian entrances to the school - Hansler Grove and Bridge Gardens. Staff help the children to find their pegs and hang their belongings on them. We encourage families to come to school using the following methods:- walking, cycling (bicycle racks are available), scooter and car sharing as there is such limited parking available and the traffic in Hansler Grove causes danger to families who are trying to cross the road.

The school is open for 38 weeks of the year - 190 teaching days. In addition 5 days are used to train staff. These training or 'INSET' days are normally scheduled at the beginning of a half-term. Parents are notified of these dates for school closure in the summer term before the new academic year begins in September. Any date changes are notified at least six weeks in advance. New reception children start school at different dates in September so that small groups of children are settled into school every day.

### **Lunchtime Arrangements**

Children have the choice of a hot dinner, provided on the premises, or a packed lunch brought from home. All children are entitled to a free hot lunch. Parents support and preparation prior to children starting school is vital in ensuring lunchtime is a positive and pleasant experience. Children eating hot lunches need to be able to eat with a knife and fork and learn the expectation that they will eat a range of food including vegetables. Your preparation at home is greatly valued because it helps the staff to make lunchtimes a healthy and happy time. There are three sittings for lunch and children sit with their friends from their class. Each class is looked after by its own midday meals'

supervisor. We encourage healthy eating and expect the children's packed lunch to include a non-fizzy, no sugar drink, sandwiches, fruit and/or a yogurt. We do not allow nuts or foods containing nuts due to allergies, or sweets or fizzy sugary drinks.

### **Morning break**

All the children have fifteen minutes playtime. Reception class children have a separate playground allowing them ongoing access to the large toys, playtrail, grass and tarmac area in smaller groups. We participate in the free fruit and vegetable scheme. All children are offered a piece of fruit or vegetable each day at no charge to parents.

### **Water**

We like the children to have access to water throughout the school day and so ask you to provide a clear 500ml sports-top bottle of water each day (**please name with a permanent marker pen**). The children keep their bottle of water in the classroom. No other drinks are allowed.

### **Milk**

Free milk is available at lunchtimes with hot lunches and packed lunches.

### **Clothing**

Please name all clothing and belongings. All uniform looks the same and cannot be identified. The children will all need outdoor P.E. clothes. Please send a named sweatshirt, jogging bottoms and plimsolls in an Orchard P.E. bag. Other types of PE bag are not allowed as they are difficult for the children to carry and may not fit on the pegs. Jewellery should not be worn in school.

### **Car Parking**

Please do not park in the school car park; spaces are limited and regrettably there is only just enough room for staff and official visitors. If you park in the side streets, please avoid blocking people's driveways and in particular do not obstruct the pedestrian route to the school in Hansler Grove.

### **Attendance**

The School Day

- school begins : 8.55 a.m.
- lunchtime break: Reception Year - 11.45-12.45 p.m.  
Year One and Year Two - 12.15 p.m. - 1.15 p.m.
- school ends : 3.00 p.m.

Please inform the office by telephone when your child is absent and send a note to explain the absence when s/he returns to school. If your child is absent for 5 days or more please send a doctor's note.

Absence is authorised when it is due to illness, a hospital/doctors visit, religious observance or an exceptional circumstance. Permission for absence is only granted for exceptional circumstances and not for family holidays. Absence which is not for exceptional reasons is marked as unauthorised. An attendance record is sent to each family every half term. Our expectation is that every child's attendance will be at least 97%. Attendance which is below average will be discussed with parents, and if below 90%, the Education Welfare Officer will be involved. We issue fixed penalty notices to families who have unauthorised absence. The full Attendance Policy is included in this pack and is also available on our school website.

### **Security**

The main door of the school which leads into our reception area is kept closed until 9.00a.m. when all registers have been taken and all of the children have hung their coats up and are back in classrooms. Parent helpers and visitors can then access the school via a buzzer system which is monitored by office staff at all times for security.

Access to the school at other times is from either the Bridge Gardens entrance or the Hansler Grove entrance. There is a security entrance system which connects through to the school office via voice intercom. None of the classroom doors can be opened from the outside. Visitors to the school must sign in at the office and wear a school helper or visitor lanyard whilst on site.