

SCHOOL ROUTINE

Children may arrive at school from 8.45 a.m. onwards; before this time, we are unable to guarantee their supervision.

KS1: at 8.50 a.m. children are dropped off at the doors of the KS1 block to go to their classroom, where teachers will be ready to accept them.

KS2: Pupils will be supervised from 8.40am on the top playground to the rear of the main building (upper playground) until the bell rings.



The formal school day commences at 8.55a.m., but the pattern of lesson times varies depending upon Year Groups as follows:

School times Year

Nursery- 8.45am- 11.45am
12.15pm- 3.15pm

KS1 & EYFS (Rec, Y1 &2)

8.55- 12.00pm & 1.00pm-3.15pm

KS2 (Y3,4,5,6)

8.55am- 12.20pm & 1.15pm-
3.20pm

School meals

All Reception and KS1 children will be entitled to a free school meal under a government initiative called Universal Infant Free School Meal UIFSM. This is optional and your child may still bring in a packed lunch if preferred.

Parents of KS2 children who stay to dinner are asked to note that dinner money must be paid in advance on **MONDAY MORNINGS**, unless the child is absent. Please send the correct amount for the whole week's dinners in an envelope labelled with child's name, class and the days meals are required.

* The term's menus are sent out to parents in advance and are also available from the school office and displayed on the notice board alongside the office window.

Going home

1) Reception and Year One pupils will be handed personally to parents or their known representatives from the patio doors. (rear of the classrooms). Parents who are late can collect their children from the classrooms or the reception area.

Year 2 pupils will be collected from the rear doors of their classroom in the lower block.

2) Lower Key Stage 2 pupils (Mrs Philp, and Mrs Beckerleg/Price) are dismissed from classrooms. Parents wishing to accompany them home should wait outside the rear doors of the lower block (playground side).

Upper KS2 (Miss James, Mr Stenhouse, Miss Maglietta) are dismissed from classrooms. Parents wishing to accompany them home should wait outside the rear doors of the upper block (playground side)

Parents who are late can collect their children from the reception area, next to the school office.

3) Children attending club activities will be dismissed in accordance with the parental consent slip. Parents who are late can collect children from the reception area. Parents who have requested their child attends a club must inform the teacher taking the club, in writing, if their child is unable to attend a session. The session will not be able to begin until all pupils have been accounted for.

Cars on Site:

After 8.40 a.m. the school entrance will be closed and you will need to park off site and walk into school.

➤ Cars arriving before 8.40 a.m. may drop children off adjacent to the pavement in the region of the School Bus waiting zone. Children should then enter school through the wooden gate below the Nursery.

➤ If you wish to enter the school with your children you may park in the lower junior playground, however, you need to be aware that you will not be able to leave until 8.55 a.m.

➤ Alternatively, you may use the visitors' car park (top car park); however, if the visitors' car park is full, you should leave the site and park elsewhere.

At the end of the school day:

➤ The lower junior playground will again be available for parking from 3.00 p.m. until 3.45 p.m. Please remember that you should not be able to exit from the lower playground until 3.30 p.m. when the barrier will be removed.

Please be considerate to our local residents and honour all road markings which are designed to maintain access and pedestrian safety. There are problems with car parking causing congestion in the entrance lane. This is a no parking area. Please do not park here as it can obstruct school buses causing them to mount the pavements.

Absence

Parents should notify the School immediately if their child is absent, by contacting the school office before 9.30 a.m. stating your name, relationship to the pupil and reason for absence. When the child returns to school a written note is also required. All unexplained absences will be followed up by the school after 9.30am until parental explanations have been obtained. Should it be necessary for a child to be absent from school for any other reason than sickness, a request must be made in writing to the Head Teacher. A form is available from the school office. Requests may be refused at particular times of the year and permission is also dependent on pupils' previous attendance data. Further details can be found in the school's Attendance policy.

Medicines We will administer **prescribed** medication to children if: (a) They are handed in to the office with clear written instructions. We have to keep these written instructions with our "logbook". Instructions on the bottle are not enough. (b) The medicine is labelled with the child's name and dose. (c) The timing of the dose is not critical. (d) Parents should collect medicines from the office at the end of the school day. We have to dispense all medicines centrally; this has to be done at playtime or lunch time. Where medicine has to be given four times a day, it would be helpful if you gave one dose before school and two after, leaving us to give one only in the middle of the day. **The above does not apply to asthma inhalers which often need to be kept with the child. Parents need to complete our Asthma form to enable this. It is available from the school office.** Parents of children with asthma should encourage them to learn to take responsibility for their own medication.

School meals

From September 2014 all Reception and KS1 children will be entitled to a free school

meal under a new government initiative called Universal Infant Free School Meal UIFSM. This is optional and your child may still bring in a packed lunch if preferred. Parents of KS2 children who stay to dinner are asked to note that dinner money must be paid in advance on MONDAY MORNINGS, unless the child is absent. Please send the correct amount for the whole week's dinners in an envelope labelled with child's name, class and the days meals are required. The cost per day is £2.25.

* The term's menus are sent out to parents in advance and are also available from the school office and displayed on the notice board alongside the office window.

* If your child brings a packed lunch we encourage this to be as healthy as possible.

* GLASS CONTAINERS ARE NOT ALLOWED for safety reasons.

* High energy drinks and chewing gum are not permitted in school.

Enquiries relating to free meals etc should be referred to:

Cornwall Council, County Hall, Truro.

Telephone: 0300 1234100

Free School Meals can be applied for from when your child starts in Reception.

SCHOOL UNIFORM

Grey or black Trouser or skirt (Girls are able to wear

Shirts

Jumper

Tie

Shoes

PE