

## **GENERAL INFORMATION**

### **SCHOOL DAY**

The school day is timetabled as follows:

|                      |   |
|----------------------|---|
| 9.05 a.m.            | Pupils' day begins  |
| 2.00 p.m.            | Day ends for P1 and P2 (and P3 Monday and Friday only)    |
| 3.10 p.m.            | Day ends for P4 - P7 (P3 Tuesday, Wednesday and Thursday) |
| 9.00 a.m. - 1.30p.m. | The nursery day   |

### **HEALTH and SAFETY**

We are committed to ensuring the health and safety of all children while they are at school. They will be supervised at all times in all places. The school building is monitored regularly for potential hazards which if identified are dealt with immediately. Procedures are in place to deal with accidents when they occur and for dealing with children who become ill during the day. Children are also taught lessons dealing with personal health, care and safety. To assist us in the above we would ask parents for their co-operation in all matters relating to children's care.

### **COLLECTING CHILDREN**

All parents/guardians/visitors who come to the school to collect children during the school day. The secretary will send for the child or deliver the message.

Children should only be collected early from school in exceptional circumstances e.g. medical appointment. Children who leave before the end of the school day are recorded as absent. A reason must be given when children leave school early.

At the end of the school day staff escort children to the school gates and parents are asked to collect them there.

### **PARKING**

To help ensure the safety of our pupils parents and guardians are asked not to park in the bus lanes at the start and the end of the school day. Parents collecting their children by car should park in the parish car park and walk their children across the road.

### **PERSONAL DETAILS**

The school must be informed if there are any changes during the school year to any of the following:

- Change of address
  - Change of contact persons
  - Change of telephone numbers
  - Any medical condition that the school is not already aware of
- Any other circumstances that might affect your child's happiness, well-being or learning.

## **ATTENDANCE**

Children should not be taken out of school for family holidays during term-time. When pupils are away from school at this time they miss out on teaching which can cause problems when they return. It is not school policy to set work for pupils to do during holidays taken during term-time.

A reason must be given by parents for a pupil's absence for all or part of a school day.

## **BREAK (no Nuts)**

We work with our community dental team and dietician to help create a health promoting school environment. This is one of the many strengths highlighted in our last inspection report. To this end we operate a Healthy Break policy and at break-time the following snacks can be taken:

- Fruit or vegetables
- Milk or water (Milk is available each day and is ordered at the start of each term. Milk costs 20p per day.)
- Any bread based products (sandwiches, pancakes etc.)

If, for medical reasons, your child has other dietary needs you should contact the school. At break-time the school tuck-shop sells a wide range of fruit at a cost of 25p per item. Toast is also available from the school canteen at 25p per slice.

## **LUNCH**

We encourage pupils to bring healthy lunch boxes to school and promote healthy choices through teaching programmes and healthy living competitions during the year. We ask parents to please keep packed lunches healthy and **nut free** due to pupil allergies.

In addition the school canteen provides a varied and menu. The menu each week meets the DENI's Nutritional Standards for School Meals and offers a wide choice of meals. At the beginning of the year a colour coded menu is sent home so that you can choose what your child can buy at lunch-time. The cost of a school meal is £2.35.

As the school canteen operates like any other food business all children must bring in their dinner money or toast money on the day of purchase. For younger pupils especially it is helpful if any money is placed in an envelope with the child's name on it.

## **SICKNESS**

If your child is ill he/she should not be brought to the nursery or school but kept in the comfort and security of home until fully recovered.

There are two important reasons for this:

1. Each child should enjoy their time spent in the nursery and the school and feel well

enough to make the most of it. When children are ill they want and need the care of someone close to them. No matter how caring the school staff is, it is not possible to give one sick child the attention he/she needs without in some way neglecting the others.

2. It is also essential to prevent the unnecessary spread of infection among the other children. This applies to any illness including heavy colds, diarrhoea and stomach upset.

When a child is sick the school will attempt to contact the parents/guardians. In cases of emergency when a parent/guardian cannot be contacted, the doctor may be contacted or the child brought to the medical centre or hospital.

In all cases, it will be the policy of the school to act in the interests of the child.

### **THE SCHOOL UNIFORM**

All pupils are expected to wear the school uniform which gives them a sense of pride and identity and removes the difficulties of peer pressure associated with dress sense. The school uniform also helps to develop the right mindset for school-work, supports positive behaviour and discipline and so ensures more effective teaching and learning.

Trainers are the most suitable footwear for school and as children have playtime at break and at lunch children should bring a coat to school every day.