

## Useful Information for New Parents

### School Day Timings

8.40 a.m.	First bell rings. Pupils in Years 1 - 6 are welcome to come into the classroom to get ready for the day, or they may stay on the playground until the second bell. Pupils in Year R stay on the playground with parents until the second bell.
8.50 a.m.	Second bell rings. Pupils in Years 1 - 6 must come into the classroom (if they haven't already done so) for registration. Pupils in Year R will be collected by their teachers and taken into the classroom.
10.30 – 10.45 a.m.	Break
12.00 – 1.15 p.m.	Lunch
3.15 p.m.	Final bell signals the end of end of School day

School gates are open from 8.30am. Staff will be supervising the playground from 8.40am for Juniors. Parents of Infant pupils are expected to stay with their children until they go into the classroom.

Reception children should be accompanied to the Reception garden entrance with their parents. Parents are not permitted to accompany them into the classroom, with the exception of the first few days whilst new children are settling in.

The first morning bell rings at 8.40am when children can make their way to class and prepare for the school day. The second bell rings at 8.50am to show the start of the day. At this point any remaining children should quickly make their way to their classroom for registration. Those who arrive after this time must be signed in via the office and will be marked as late in the register. Those who arrive after 9.10am will be marked as having missed register and this will affect their overall attendance.

### School Playground

Children (including siblings) are not permitted to use any of the play equipment or adventure playgrounds before or after the school day. These areas are solely for use during break times.

### Break time/Lunch time

There is a short 15-minute break for all children at 10.30am. Infant children go into the hall for lunch at 12.00pm and Junior children go in from 12.15pm onwards.

### End of School Day

The school finishes at 3.15pm. At the end of the day, Infant children will be accompanied on to the playground by their class teacher who will ensure they go to the correct adult. Reception parents should wait next to the Reception Garden gate. Junior children are dismissed from their class and will make their own way onto the playground to meet you.

### Drive through and Parking

There is no parking for parents in the school. Parking is available along Stratford Road (in the areas where there are no restrictions), and in Carrington Lane car park. The drive through area is open for school drop-off only, and is designed to have a continuous flow of traffic, therefore there must be no parking at any point. It is solely for the use of Junior children. There is no stopping allowed in this area and vehicles must be accompanied at all time. This is also the case for picking up from After School Clubs. Our Drive Through policy can be found on the school website.

## **Uniform**

A full list of our school uniform can be found here, <http://www.hollylodgeprimary.co.uk/new-parents/> on the Holly Lodge website in the New Parents section. We ask that children take pride in their appearance and come to school each day smartly and appropriately dressed. Girls hair should be tied up, if below the shoulder, and only plain or green hair ties are suitable. Hair pieces ie. Bows, should be dark or school coloured and small in size. Boys hair should be smart, and no shorter at the sides than a Grade 4.

## **School Lunches**

Reception and KS1 children are currently entitled to Free School Meals. All children can have either a packed lunch or hot school dinner which is chosen on a daily basis by each child. There are three meal choices each day which are usually a meat dish, a vegetarian dish or jacket potato. Payments (for KS2 pupils) must be made in advance and must be paid online. To pay online, please speak to the office who will be able to provide you with access details. If your child has any dietary requirements, please obtain the necessary form from the office. School lunches are cooked to order, so if you are expecting to arrive late to school eg. Medical appointment, please ensure you inform the school of their lunch choice before 9.00am.

## **Packed Lunch**

We ask that the children make healthy choices with their lunch so please do not include chocolate, sweets or fizzy drinks. As we have children with nut allergies, any products that contain nuts are not permitted in school.

## **Other Food and drink**

Children are asked to bring a bottle of plain water for use during the school day in a named bottle. Infant children may opt in to the School Milk scheme. Infant children are also provided with a free piece of fruit by the government scheme.

## **PE Kit**

We ask that kits remain in school all the time and are taken home at the end of each half term for washing. As we go outside throughout the year, you may wish to provide a tracksuit (without a hood), in a plain, dark colour.

## **School Newsletter**

We regularly send out a school newsletter via email. This will update you on all the events and activities taking place in the school. Please provide your email address to the office to ensure that you receive it. We also upload a copy to the school website together with any urgent updates. The school website address is [www.hollylodgeprimary.co.uk](http://www.hollylodgeprimary.co.uk). Please note that this is our primary means of notifying you of events that will affect your child. It is very important that you check the information and dates regularly.

## **Online Payments**

We are a cashless school. Any trips or dinner money payments must be paid via our online payment system, [www.scopay.com](http://www.scopay.com). When you start at the school, we will provide you with details of how to sign up.

## **Parent Contact Information**

Please let us know in writing if any of your contact information changes, particularly mobile phone numbers. Please ensure that you advise the office of the names of any friends or relatives who are going to regularly collect your child. If anyone different from those previously named is picking up your child, please ensure that the office is informed by 1.00pm.

## **Class Reps**

Each year group will have a representative who should be able to assist you with day to day queries or advise who to speak to. They also attend a termly meeting where they can communicate any general feedback on school matters. Any urgent queries should initially be addressed to your child's teacher.

## **Child Absence / Illness**

If your child is unwell, on the first day of the absence, you must contact the school before 9.15am. There is a 'Report an Absence' button on the Home page of our website. When completed, this automatically sends an email to the school office. Alternatively, you may telephone the school office and report the absence. The office is staffed from 8am and you may leave a message on the voicemail if there is no answer.

In cases of diarrhoea and/or vomiting, your child cannot return until 48hours after the last episode. This is to reduce the spread of infection.

Should your child require prescription medication during school time, you will need to complete a medication request form which can be downloaded from the school website or collected from the office. We cannot give Paracetamol or other pain killers and do not keep it in the school. We are only able to give medicines that have been prescribed by a medical professional. Where possible, we request that doses of medications are given outside of school time. However, if this is unavoidable, we require you to fill out a medication form in order for us to administer the medicine. Please note that school staff cannot be held liable for missed doses. If your child requires an inhaler, then we request a medical form is filled in and these are stored in an accessible place in the first aid room so that children are able to get these themselves as required. Junior pupils in Year 5 and Year 6 are responsible for their own inhalers. For serious or ongoing medical issues please speak to the office, as we may require you to complete a care plan for your child.

## **School Grounds**

There are three entrances into the school; the main entrance with the intercom system, the side gate through to the Carrington Lane car park, and the rear gate at the back corner of the playing fields. The main entrance is open from 8.30am and both Carrington Lane gates are opened by 8.40am. All gates are opened from 3.10pm in the afternoons. They are then locked again at 3.30pm for the security of those children attending clubs. At all other times parents must use the Main School entrance and the intercom to gain entry to the school. If your child is late, they must be accompanied to the Office where they will need to be signed in.

Carrington Lane Car Park is owned and managed by Ash Parish Council. We ask that all parents exercise great care as there are obviously a lot of children using the facility. Please also only park within the marked spaces and not on the double yellow lines, otherwise Ash Parish Council may withdraw the facility.

## **Parent Helpers**

We are delighted to welcome parents to help at school, however you will need to have a valid DBS. If you anticipate helping on a regular basis, please contact the office to obtain the necessary paperwork, (this can take 6-8 weeks to come back.) When visiting the school, please sign in and out at Main Reception and obtain a visitor's badge.

## **Breakfast Club and After School Club**

The Holly Lodge Breakfast and After School Club, known as The Lodge, operates during term-time for children attending Holly Lodge Primary School. The club is currently run from the "M1" building between the Reception garden and Year 5/6 building. It consists of a classroom, the cookery room, and the studio.

The Breakfast Club is open from 7:30am to 8:50am and the After School Club runs from 3:15pm until 6pm during term time.

Breakfast is included for morning club bookings. Food options include cereal and toast. A healthy snack is also provided for after school club bookings which normally consists of fruit and toast. Sometimes cookery activities are arranged whereby pupils may prepare their own delicious snacks, such as pitta pizza!

All sessions are payable in advance via our Scopay online payment system. Current prices for 2018-2019 academic year:

Breakfast Club £4.50

After School Club £9.95