

White Bridge Primary School



Parents' guide to school routine
2016-2017

Welcome to White Bridge Primary School

We hope you will find this little guide to the daily routines at school useful. It covers most of the general questions that parents usually ask us about:

- term dates & times, punctuality, absence & holidays;
- play times & lunch times;
- children's medicine & jewellery;
- parents helping in school & speaking to teachers;
- school uniform.

However, if there is other information you need, please contact me. I look forward to working with you and making sure that together we do the best for your child during their time in school.

Mrs. J. Witteridge
Headteacher.

If you need to contact us:

**White Bridge Primary School,
Greensted Road, Loughton, Essex IG10 3DR.
Telephone 0208 508 8624 Fax 0208 532 0163
Email: admin@whitebridge.essex.sch.uk
Web site: www.whitebridge.essex.sch.uk**

Office staff: Mrs Carol Devine, Mrs Pauline Green, Mrs Susan Pugh, Mrs Vicky Sullivan and Mrs Susan Wiltshire

Please let us know of any changes to your contact telephone numbers, address or circumstances in case we need to contact you in an emergency.

Please make sure that we have a name and contact number for child minders/carers where this is appropriate.

Term Dates 2016 - 2017

Autumn Term:	Thursday 1 September 2016 – Wednesday 21 December 2016 <i>Half Term 24 October - 28 October</i>	Children start in Years 1-6 on 5 th September, with induction for reception beginning on 5 th -full details from the office.
Spring Term:	Thursday 5 January 2017 – Friday 31 March 2017 <i>Half Term 13 - 17 February</i>	10 th February non pupil day
Summer Term:	Tuesday 18 April 2017 – Friday 21 July 2017 <i>Half Term 29 May – 2 June, and May Bank Holiday, 1 May</i>	5 th June non pupil day

1 further non pupil day is yet to be set.

The school day finishes at 1.30 p.m. at the end of each full term.

The school day

8.40 onwards -children arrive with parents or carers, and go to classroom doors (Reception and Y1 and Y2)

8.50/8.55-children welcomed into their classrooms by teaching staff.

9.00 start of the school day. Arrivals after this will be recorded as late, and children need to be signed in at the main school office.

10.30 - 10.45 playtime

12.00 - 1.10 Lunchtime

3.15 end of school - parents collect Reception and KS1 children directly from their classroom doors (KS2 children from the playground)

Punctuality

It is very important that children arrive at school in time for the start of the school day. Children are admitted to their classrooms before 9.00am, and I advise all parents to think of 8.55am as the start time to aim for. To make sure the school is secure the doors to the playground are locked at 9.00, and after this time all children need to go to the main entrance where they will be signed in. This will be recorded as a late. If, in the early days, your child is upset when they come in, please leave them with staff, but feel free to telephone later to see if they have settled. Children who arrive **after 10.30 a.m.** should bring a packed lunch unless a meal has been ordered for them before 10.30 a.m. on the day it is required. You may order a meal for your child by telephoning the school if you know your child is going to be late.

On rainy mornings we open the doors a little earlier, usually around 8.50am.

We have electronic gates and these enable us to secure the whole site. Entry to the site during the day will **only** be via the Greensted Rd pedestrian gate. Except for disabled access, parents are not permitted to drive into the school site to collect or deliver children at any time.

Collecting children during the school day

If for any reason you need to collect your child during the teaching sessions, please come to the school office. The office staff will collect your child from their class and you will need to sign them out. So that this works well for everyone, and ensures security for the children, please provide a note in advance whenever possible that gives the time and reason you will be collecting your child. If

you are collecting them for a hospital appointment, then a copy of the appointment letter is acceptable.

Absence

If your child is away from school, please telephone the school office at the start of the day to let us know. We have to keep a list of all absences and the reasons for them. A phone call from you can be accepted to explain the reason for absences of a single day. If you do not telephone us, the school will phone you on the first day of absence. However for all absences of 2 days or more, it is essential that you provide a written note explaining the reason for the absence which should be sent with your child on the day they return to school. We have an absence form which we will send out to you to fill in if we do not receive a note. Without a note or completed form, under national regulations the absence will be recorded as unauthorised, *even if you have told us the reason verbally*. You will be asked for a specific reason for absence, so that we can monitor the exact nature of illnesses. Just to say unwell is not enough information. This helps us to be aware of any particular issues within school, for example if we have a spate of sickness, or chicken pox.

Family holidays during term times

Please do not take children out of their lessons for holidays during the term. Doing this means they miss out important stages in their work. If you wish to ask for leave of absence for an exceptional reason, you need to complete a Leave of Absence form available from the office giving as much notice as possible. The school has an attendance policy which gives full details of all attendance issues. Holidays in term time would not be considered an exceptional reason for authorising absence.

Play times

Children may bring a small snack of their own to eat during morning playtime if they wish. As a school, and in line with health education teaching, we are committed to teaching children about the importance of a healthy diet. We ask parents to support us in this, by providing a healthy snack, from a limited choice. Fruit or vegetables (e.g. carrot or cucumber) are the best choice, or other healthy choices like raisins, a piece of cheese, will be acceptable. We do tell the children that these are not the only healthy foods, but these are the ones suitable for playtime. Crisps, sweets, biscuits, cakes will not be allowed at playtime. To avoid misunderstanding, please make certain that any food is labelled clearly with your child's name. However, we also offer every Infant age child a 'free' piece of fruit or vegetable each day, which is provided for them through a NHS initiative. Most children eat this if they want a snack, and very few bring their own snacks.

Please help your child on the road to a healthy eating lifestyle by supporting us in this.

Children are not permitted to bring drinks for playtime, but fresh drinking water is freely available from water dispensers throughout the school, including one in all classrooms.

At playtime, as well as a range of large play equipment, we also provide a selection of small equipment like balls, skipping ropes, hoppers, and 'table top' small toys for the children to use. Therefore, we **DO NOT ALLOW** toys or games to be brought from home for use at playtime.

Lunch times

Children can have a school meal, bring a packed lunch or go home.

- Children going home must be collected from the office and signed out at 12.00. (12.30pm if KS2) Reception and KS1 children should be returned to school for the afternoon between 1.00 and 1.10pm. Please bring them back to the main office and sign them in.
- Currently all Infant children can have a free school meal if they wish.
- Children who have packed lunches should bring their food in a small lunch box. **This needs to be labelled with their name and class.** They need to bring a drink in an unbreakable flask or plastic bottle or packet, but no glass containers or cans of fizzy drink please. Water is always available. If you send a flask, please ensure that the lid fits well, as soggy sandwiches are not nice!
- When you make packed lunches for your child, we know that you will put in the food that you know they will eat. However, when they first stay to lunch, they often don't eat as much as you might expect because of all the distractions. They usually get used to this quickly. We ask you to try and make healthy choices for your child. Packed lunches that are full of chocolate and sweets tend to produce children who are lethargic in the afternoon in class. As part of a healthy packed lunch, we ask that no more than one treat item is included. So not crisps and cake please, one or the other if desired.

Home Time

It is parent's responsibility to ensure that the parent/carer who meets their child is on time at the end of the day to collect them. Please let us know by telephoning the school by 3.00 p.m. if you know that you have a problem and may be late and then we can take them to the school office to wait safely.

If someone who is not expected by the child is coming to meet them, please let the teacher know in advance. For the security of our pupils, if we see someone unexpected meeting your child, we may telephone you to check that this is OK. If you are unavoidably late, please go to the main entrance to collect your child from the office.

Medicines in school

If children are really unwell, the best place for them is at home. As soon as they are well enough they should return to school so that they do not miss more time than necessary (even if this is a Friday). Children need to learn they have to come to school even if they do not feel 100%. If your child requires medicines during the school day you need to bring the medicine to the school office. **We are able to give your child medicine, inhalers, etc. but before doing so you need to complete a form explaining the dose.** Medicines like anti-biotics or Calpol are given at the start of lunchtime, inhalers when needed. Please contact the school office to make arrangements. Any medicines must be collected at the end of the school day by parents or carers. Please do not give medicine to your child to hand in, or send them to collect it at the end of the day.

For long term medication, for example inhalers, that need to remain in school over time, we ask that they are labelled clearly. If you have any questions about your child's health matters in school, please contact the office or our school nurse will help.

Occasionally we have children who have significant medical issues, and we work with parents on an individual basis to ensure that we deal with these children appropriately.

Jewellery

Because of health and safety regulations laid down by Essex County Council, we do not allow jewellery (other than pierced earrings) to be worn in school. If your child has pierced ears we permit **small studs only**, but even these must not be worn when children have physical education lessons. Once you know when PE days are for your child, we recommend that they do not wear earrings at all on that

day. If they do wear them, we will ask your child to take them out before starting the lesson. No hoops or dangly earrings are permitted.

Please note that earrings cannot be covered for PE, and so if your child wants to have their ears pierced, it will always need to be done at the start of the summer holidays, so that by September, earrings can be removed.

Parent helpers in school

We have a small number of regular parent helpers in school, and many more who help occasionally at specific events or on school trips. If you are interested in being a parent helper, please speak to the teacher in the first instance.

Regular parent helpers will need to have a full Disclosure and Barring Service (DBS) check done, but this is not required for occasional help for events like school trips, or history days. (There are limits to how many helpers each class can accommodate). All regular parent helpers meet the Headteacher when they first come in to discuss our code of practice for parent helpers.

In the reception classes, we do not usually have parent helpers at first, to allow each child to settle at school.

Speaking to your child's teacher

We hold two formal parents' evenings (autumn and spring) with individual appointments which give you the chance to find out about your child's progress by talking to their teacher. In the summer term, we send a very full written report with the option to see the teacher if you wish to discuss it.

There may be other times when you may wish to speak to your child's teacher or they may need to speak to you; you may have a concern, or some uncertainty about how to help your child. Please don't let worries build up, the teachers are available at the end of the school day on most days for a quick informal chat, and can usually help to sort out any problems quickly: if we don't know, we can't help.

The teacher is **not** available to talk to individual parents at 9.00 a.m., as this is an important time for welcoming the class into school for the day. If you have an urgent matter, you can telephone the school after 8.30 a.m. and the office will ensure that teachers are informed of any problems promptly.

School uniform

Our school Governors have put in place a uniform policy. This means that we expect all pupils to wear the school uniform each day. Our school colour is bottle green with grey trousers or skirts. The uniform is intended to be smart, practical and economical. Full details are in the school prospectus, and are available from the office. Please note that trainers are not permitted for everyday wear at school: children need to wear black school shoes.

Please make certain that ALL items of clothing are labelled clearly with your child's name to avoid items going astray.

Buying school uniform

Most items can be bought easily from local shops or department stores. White Bridge School logo sweat shirts and sweat cardigans, PE kit and bags, white polo shirts are available from the school uniform supplier - Forest Casual Wear in Loughton High Road.

We recommend that each child has a book bag for their reading books and diaries. These are available from school for £3.50.

Homework

Homework involves regular activities that link between home and school. Daily reading with your child is the most important homework at the beginning, and we will also ask you to practise words and sounds. We recommend that you spend time on this with your child every day. We have a homework policy if you want more information.

As children progress through Years 1 and 2, they may be given other things to do from time to time, and spelling practice and learning times tables is also important. From Year 3 some weekly homework will be set.

We believe that children in our school learn to grow and develop in many ways through play, and that it is important that they have time for this when they are at home after school.

Taking part in all activities

We do hope that all children will take part in everything we offer them. This includes collective worship, all the National Curriculum subjects and religious education. Sometimes pupils also have the chance to go on school visits.

Each day a collective act of worship and assembly is held that all children are invited to attend. The act of worship is broadly Christian in nature. However, it is your right to withdraw your child from assembly and RE if you wish. In this case you will need to make an appointment to see the Headteacher or Deputy Headteacher to discuss alternative arrangements.

Children will only be withdrawn from assembly and RE if this has been agreed between the Headteacher and parents.

Physical education is an important part of our curriculum and children will only be excused from taking part if we receive a medical note from you. Most children enjoy PE, and even if they are not keen it is important for them in developing a healthy lifestyle. Should your child have any physical impairment, which could cause problems when they take part in physical education, please let the Headteacher know. We plan to include all children, taking account of any physical difficulties. Please remember that earrings must not be worn for PE for Health & Safety reasons. Your child's teacher can let you know which days are PE days for the class, and it is best if earrings are not worn at all on those days.

Schools' Association

The school has a parents group, The White Bridge School Association. All parents are automatically members, and a committee is elected to run the association. Fund raising events are organised regularly. The Association sends letters and information about their work. Details of events and news are communicated via Parentmail. All offers of help are welcomed. If you would like to help with events or want to know more, please speak to the Headteacher, Mrs. Witteridge, or the office staff who will put you in touch with a member of the committee. All the money raised by the Association goes to improve the quality of education in the school. The WBSA have raised significant sums of money for the school in recent years, and this last year gave £16,000.

Care outside the school

We do ask that you take care at the school entrances. For the safety of all children, please:

- **Do not park, turn or reverse within the yellow zigzag markings in Greensted Road or Southern Drive; Also please do not park either over or across our neighbours drives!**
- You need to park **outside** the school premises if you drive to school. We have electronic gates and you will need to buzz the school office for access via the pedestrian gate, at any time other than normal coming in and going home times. Access by car is restricted to staff, deliveries, emergency vehicles and the disabled.
- Do not bring dogs into the school grounds even if you are carrying them. If you do have a dog, please wait outside the school gates **with** your dog; please do not leave dogs tethered at the school entrances, as this causes an obstruction for children (and adults) who are frightened of dogs.
- We usually ask you to leave pushchairs outside the school building, as they present a safety hazard for the children in school.

End note

Thank you for reading this information. We hope you have found it helpful, but if anything is not clear, please let us know. To run smoothly our school needs everyone to work together. By following the routines in this booklet you help us to work with you, for the good of all of the children in our care.

Julie Witteridge, Headteacher, and the staff of White Bridge School.

Edition 17 - Parents guide to school routine May 2016