



YEADING INFANT & NURSERY SCHOOL

POLITE REMINDERS OF SCHOOL ROUTINES AND PROCEDURES

SAFETY AND SECURITY

Safety and security are always a priority for us with so many young children on the premises. We ask that parents/carers keep children close to them when coming into and out of the school and in the interest of safety, pushchairs should be left outside the classrooms – babies and toddlers are welcome!

All children must be collected or brought to school by an adult or older brother or sister who is at least 14 years of age. If a child is collected by an older brother or sister below the age of 14 parents have to take responsibility for that decision by writing a permission letter.

If someone else is collecting your child you must let the office know the name of your child, class and the name of the person collecting them.

Main school gates, including the pedestrian gate will be locked for the duration of the day. This is to ensure that **parents and children do not walk through the car park**. Should you need to visit the school, please press the buzzer on the pedestrian gate and a member of the School Office will open the gate.

OUR SCHOOL DAY

The official school day begins at 8.55am and finishes at 3.10pm. The gates into the playground and classrooms are opened at 8.30am. Children may go into class from 8.45am for a soft start in their learning day.

Children should not be left by parents/carers in the classrooms until 8.45am at the earliest which allows brothers and sisters to be taken to their classrooms. If a parent/carer has more than one child in school then we suggest that the older child is taken to class first and the youngest last. Children should not be left at the gate or in the playground alone under any circumstances. The buzzer sounds at 8.55am to signal the start of the school day. The classroom doors are closed promptly as this bell is rung and any child arriving after the doors are closed is late.

WHAT TO DO IF YOU ARE LATE DROPPING YOUR CHILD

The gate to the playground will be locked at 9.00 am every morning.

Children arriving late should be taken to the office where they will be admitted into the corridor by a member of staff. Parents will not be able to go in with them.

Parents must sign their children into the '**Late Book**' as failure to do so will activate truancy.

The number of 'lates' is recorded on the child's report at the end of the year.

Please ensure that your children arrive promptly for school.

VISITS TO THE OFFICE

All visitors to the school office should walk around the outside of the school and enter through the main school doors. It is especially important not to walk through the school as children move around the school at all times.

HEALTH AND SAFETY

Parents and carers must not smoke on school premises (inside or outside within the school site).

Please do not bring any dogs onto school premises - Guide dogs are permitted.

We would also ask that the children do not bring balls or other personal toys to school (unless it is a special day, we will notify you). We have lots of play equipment in school that the children use and this is changed on a regular basis.

We would like to remind parents/carers that they are responsible for the supervision of any toddlers or older children and that pushchairs or buggies must be left outside the classrooms. Further on, parents and children should not walk through the car park.

BIKES AND SCOOTERS

We do have facilities to store any bikes or scooters that children ride on their way to school; therefore these should be placed in the cycle pods and locked when you arrive at school. To prevent collisions, knocks and other accidents, children should dismount from their bikes and scooters when they enter the playground and walk to their classrooms.

PLAYGROUND EQUIPMENT AND TREES

The playground equipment is for the children to use during school times only. Children may use the equipment before and after school when under close supervision from their parents and carers. Children may not climb the trees.

PARKING

Please ensure you park on the street and be vigilant for children walking into school and parking or blocking the way of our neighbour's driveway. Cars **should not** be parked on the zigzag lines outside the school. **Please note, the council have now installed cameras on the road and any vehicles parked illegally will be fined.** Parents are **not allowed** to drive into the school car park or use the space to reverse in or out.

CONTACT NUMBERS

It is vital that we have up to date contact numbers including mobile numbers for every child in case of emergencies and we will use the numbers given to us if we cannot contact you. In the event that your child is unwell and needs to go home and you are not available we will send your child home with one of the people you have named on the emergency contact form. Please let us know of any changes to your contact numbers immediately. In the event that a phone call is made you must collect your child promptly.

MEDICAL INFORMATION

We have fully trained first aiders and will be pleased to give you any advice. Children with asthma should keep one inhaler and its spacer in school. Children with serious allergies should be seen by the school nurse and a medical plan agreed. Should your child be prescribed a course of medication please try to arrange for the medicine to be taken before and after school. In very special and unavoidable circumstances we may be able to administer some medicines. If medicine is required to be given at school it is imperative that it is prescribed medication from your GP labelled with your child's name, the dosage required and the date by a pharmacist or doctor. A medical consent letter must be signed by the parent before the school welfare assistant can administer this medication.

If your child is unwell and cannot attend school please call the absence line before 8:55 and **select OPTION 3**, clearly providing your child's name, class and reason for absence.

FRUIT, WATER AND MILK

We encourage our children to drink water throughout the day. All children have a special water bottle which can be filled every morning and as and when necessary. Please **label** your child's **water bottle with their name**. Please take your child's water bottle home for washing. All children can have fruit every day.

DINNER

From September 2014 all children in infant schools will automatically receive a free school meal. You do not need to send in a packed lunch. If you are receiving benefits, your child may be entitled to other services, such as free school trips. Please let the school office know. This will be dealt with in strictest confidence.

NUT ALLERGIES

Yeading Infants is a NUT FREE school. This means **no food or drinks with nuts** are allowed on the school premises. With the introduction of free school meals for all children, children will no longer be expected to bring packed lunches to school. However, if your child suffers from food related allergies or there is any other medical reason why they cannot have a school dinner, please speak to the class teacher and welfare assistant.

JEWELLERY

We prefer children to not wear jewellery or watches to school including earrings. Parents will be called to remove earrings from pierced ears. Please also note that all hair bands and scrunchies should be plain blue or black.

P.E. KIT

P.E. is part of the National Curriculum and ALL children are expected to participate in P.E. lessons. The children should wear the school P.E. kit, which is navy shorts, navy T- shirts, and black pull-on plimsolls. Jogging bottoms and sweatshirts may be needed for outside games when the weather gets colder. Please routinely check that plimsolls still fit your child during the school term.

The school no longer sells uniforms however they can be purchased from Vicky's on Yeading Lane – Please speak to the School Office for more details.

LOST PROPERTY

We encourage the children to be responsible for their own clothes and possessions. To help them please ensure all clothes including the P.E. kit are clearly marked with their name.

Items of lost property will be placed in a box in the Medical Room and can be collected at the end of the day. The box will be emptied each half term and any unclaimed items will be disposed of, so please do check the box regularly if your child has misplaced something.

HEAD LICE/NITS

Head lice and nits are a common problem in every school. It is advisable to ensure that long hair is tied back. We ask every parent to check their child's hair every day, as soon as you arrive home from school. Combing your child's hair at this time will prevent any lice laying eggs and thus prevent infestation.

READING, LIBRARY AND BOOK BAGS

Children should bring their book bags to school on a daily basis and we ask parents to help their children by reading their books with them every day and signing your child's reading log. All our books have been graded into book bands, and levels of difficulty as recommended in the National Primary Strategy. The books are enjoyable to read and enable the children to practise and consolidate their reading skills. A wide selection of books at each level will be in every class and both the children and you will soon know which bands they are able to read, or need to read to extend their skills. If you would like more advice then please do not hesitate to talk to either the class teacher or teaching assistant (please also note dates for parent reading workshops). The children will also continue to borrow books from the school library and this book will also be put into the book bag.

BIRTHDAY OR OTHER CELEBRATIONS

If you would like to celebrate your child's birthday or any other special event then we would ask that you donate a book to the class/ school rather than send in sweets or cakes. We would be delighted if parents/families helped us in this way. This would enable us to increase our stock of books by at least 480 every year (which includes Nursery). It also prevents us from having to check food contents for nut traces, gelatine or food colourings especially when we have so many children who have allergies and specific dietary requirements. Please note we are a nut free school. Staff do not give out party invitations and you and your child are welcome to give these out in the playground after school.

MOBILE PHONES

The school operates a 'Phone Free' policy on site. Please do not use your phone whilst picking up or dropping off your child. We encourage a culture of mutual respect and we appreciate your support with this.

Thank you for taking the time to read these guidelines.

Mrs. Ahluwalia