

# Coming to School - reminders

A huge thank you to all those parents who do support the school by making sure that their children are here every day, on time and ready to learn. We really do appreciate it!



## START OF THE DAY

Although school does not officially begin until 8.55am, we open our doors (by Reception, Class 5 between Classes 6 and 7 and in the terrapin) between 8.45am and 8.55am. There will be a member of staff on duty at each door who will take messages and pass them on to your child's class teacher. The bell goes at 8.55am when the four external doors will be closed. If you arrive after this time, please take your child to the main door by the School Office. You will have to complete the late book on behalf of your child. The staff will ensure that your child gets to their classroom. For health and safety and insurance reasons **please note that we cannot take responsibility for any child before 8.45am.**

## LATENESS

Some children arrive late for school and this affects them and every other child in their class by disrupting their learning. It is really important that your child arrives in school at the correct time. Our Learning Mentor, will liaise with the parents/carers of children who arrive late for school to try and improve the situation.



## ABSENCE

We need to know on the **first day of absence** if your child will not be coming to school so that we check that every child is **SAFE (Please phone the School Office on 01332 760770 or e-mail [admin@ridgeway.derby.sch.uk](mailto:admin@ridgeway.derby.sch.uk). If your child is going to be absent from school please contact the school by phone or message to let us know.** The law insists we have a WRITTEN reason for **ALL ABSENCES**, so please put this in a note when your child returns to school. will help if you have any problems.



## APPOINTMENTS

Please try to make medical appointments outside the school day or during the holidays **wherever possible**. If you have to make an appointment during school time, please let us know in writing in advance.



## HOME TIME

If the normal arrangements for the collection of your child change, you must advise school of the name of the person collecting your child. You can leave a message with the member of staff on duty in the morning or alternatively phone the School Office (Tel 760770) to leave a message. If your child's class teacher does not know that arrangements have changed, they will not allow your child to leave school and we will have to contact you.



School finishes at 3.20pm for Reception and 3.25pm for Yr 1 and Yr 2. Children should have an adult ready to meet them at this time. **If you are unavoidably delayed, please call the School Office, so that your child can be advised accordingly to avoid any distress.** Children who have not been collected after school, will be taken to the School Hall where they will be supervised by a Teaching Assistant. You should go to the School Office and a member of staff will bring your child to you. You will be required to sign out your child in the late book.

**Thank you for your co-operation, support and understanding.**