



School Routines and Procedures



The School Day

8.40-8.55am	Children begin their school day
10.30-10.45am	Playtime
12-1pm	Lunch time
3.15pm	School day ends

We work closely with All Sorts pre-school, to provide wrap around care for children. Please contact them directly on 01305 750444 if you would like any further information.

Medicines

Parents are asked to provide the school with up-to-date information (DfE Template B found in the appendix of 'Supporting Children with Medical Conditions and Managing Medicines' Policy) so that arrangements to manage their short or long term medical conditions can be implemented in partnership. Parents **MUST** deliver medicine to school if it is not possible for this to be administered outside the school day. Medicine should be provided in the original container(s) ensuring that the medicine is not out-of-date and that it has been stored correctly. All medicines **MUST** be marked with the following information clearly indicated:

- the child's name on the medicine;
- when the medicine should be given;
- the prescribed dose and pharmacist's instruction, e.g., after meals.

Parents are expected to notify the school immediately (in writing) of any changes or alteration to a prescription or recommended treatment so that adjustment can be made to Individual Healthcare Plans or previous agreement. It is important that the school is aware and informed by parents about other issues or symptoms their child may have experienced over night or before school; this is particularly important for asthma conditions.

Only medication prescribed by the Doctor and required to be given 4 times a day will be accepted in school. You will also be required to complete a 'consent form'. Please note that unfortunately we are unable to administer medicine such as 'Calpol' or cough medicines. If medicine needs to go home at the end of the day, it is the parents' responsibility to collect it from the office/Allsorts staff. Children will not be given medicines to take home without an adult. Please refer to 'Supporting Children with Medical Conditions and Managing Medicines' policy for more information.

Signing in / out during the school day: If your child arrives after 8.55 a.m. or has to be taken out of school during the school day, please make sure that you sign them in or out at the school office.

Sickness: If your child is away from school for any reason, please telephone or 'Parentmail' the school office by 9.30am **on the day of absence** to let us know the reason for your child's absence.

Parking in school: Please note that parking in school is not allowed. The current arrangements are for the main school gates to be closed and locked to all traffic between the times of 8.40 a.m. to 3.30 p.m. The gates will be kept locked for the safety of your children. Please be considerate to our neighbours and do not park over or on driveways. We would encourage you to park your car in Chickerell Road and walk up Hardy Avenue.

If you feel you have a legitimate need to use the car park, please ask the office for an application form for a parking permit.

End of the Day: Please could you ensure that your child knows how they are getting home at the end of the day – it is very confusing for everyone when arrangements change during the day. Please could you telephone the school office (01305 782600) **before 12pm** with any changes to going home arrangements.

Absence request forms: Parents can request for their child's absence from school during term time, but it will only be authorised in 'exceptional' circumstances. All family holidays will be 'unauthorised' in-line with DCC policy. We ask that all routine medical, dental & optical appointments are made outside of school hours if possible. If your child has an appointment, i.e. medical or dental please provide the school office with a copy of the proof of appointment.