

HOLTON LE CLAY INFANT SCHOOL

GENERAL SCHOOL AGREEMENT

DAILY ARRANGEMENTS

Times

Parents and pupils arrive at school by	8.55 a.m.
Morning Session	8.45 a.m. to 12.00 noon
Afternoon Session	1.00 p.m. to 3.15 p.m.
Lunch time	12.00 p.m. to 1.00 p.m.

At the time of writing this document, this is the COVID19 guidance in place at Holton le Clay Schools Federation, should guidance change this document will be updated.

COVID19

Social Distancing – Children, parents, visitors and staff will follow social distancing guidelines whilst on the school premises (please note that we are unable to guarantee that all pupils will maintain social distancing guidance at all times)

Symptoms – Pupils should not attend school if they show any of the COVID symptoms. Parents are responsible identifying these signs and should notify school of the reason for absence. Should any of the symptoms be identified in school, parents must on notification, collect their child without delay.

Arriving at school for the start of the school day

Parents/Carers MUST bring their child into school premises. Gates are open from 8.50 a.m. for parents and pupils to move directly to the rear playground at the start of the school day. Parents/Carers must stay with their child until the bell is rung (at 8.55 a.m.) when all children will line up with their Class Teacher (remembering social distancing guidelines)

Children are the responsibility of their parents whilst on school premises until the bell is rung at 8.55 a.m.

Attendance

Children must attend regularly and arrive on time. Children who arrive late to school should report directly to the Office in the main entrance notifying school staff of the reason for being late.

Pupil absence must be reported by parents/carers in writing, person or telephone by 9.00 a.m. at the latest of each day of absence.

Each day, the registers are marked at the beginning of the morning and the afternoon session. All authorised and unauthorised absences will be recorded at the time the register is taken.

Leaving school at the end of the school day

Please arrive at school between 3.00 p.m. and 3.15 p.m. to collect your child from their classroom door where members of staff will pass your child over to you after calling their name. Once your child has been passed over formally in the classroom, it is your responsibility to look after your child.

All children in EYFS and Key Stage 1 should be picked up from the school site by a known designated adult or sibling – preferably 16 years old or above. In exceptional instances pupil pick-ups will be considered on a case by case basis.

If you have arranged for another adult to collect your child from school, you personally must notify school of the name and relationship of the person collecting.

Assemblies

Whole school assemblies take place daily.

Family Celebration Assembly is held at 9.05 a.m. each Monday as notified by invitation.

Fruit and Milk

Fruit will be brought to the classroom ready to share each day. Milk is available for children whose parents have ordered and paid for the milk scheme with Coolmilk. Children under 5 will receive this milk free until their fifth birthday when ordered by parents via the milk scheme.

Food in Schools

Our hot school meal provider is The Farm Kitchen. Meals are ordered online, in advance by parents via their ordering portal www.hotschoolmeals.com

All Infant aged pupils are entitled to Universal Infant Free School Meals.

Some parents are eligible on application for Free School Meals which attracts Pupil Premium funding sent direct to school to enhance a child's learning.

Health and Safety

If a child has an accident in school resulting in a bump/bang to the head or other non-minor injury, the Class teacher or a member of the Senior Leadership Team will be informed. Appropriate letter filled in to notify parents. This will also be noted in the Accident Book which is located in the Medical Room. Telephone calls to parents/carers will be made where appropriate. Jewellery should not be worn at school.

Medicines

Medicines should **not** be brought to school **except** for children suffering from illnesses such as asthma. For those children, arrangements will be made. These will be administered by the Midday Controller at lunchtimes and the Class Teacher/Executive Headteacher/other authorised staff, if necessary at any other time of the day. Any queries regarding medicines in school should be referred to the Executive Headteacher.

Safeguarding

If there is evidence or reasonable cause to believe a child/young person is suffering, or at risk of suffering significant harm, practitioners have a legal responsibility to inform Children's Services, Social Care. In most cases they will discuss this with you first.

WEEKLY ARRANGEMENTS

Staff Meetings

Staff meetings are held on Tuesday's weekly 3.45 p.m. to 5.30 p.m. These are to; discuss curriculum development, staff training and day to day business.

Senior Leadership Team meetings

SLT meetings are held weekly on Mondays after school 3.45 p.m. to 5.30 p.m.

Playground Duty

Teaching and support members of staff are timetabled to carry out playground duty in the mornings and afternoons. Members of staff do not carry out lunch time duty, except for bringing in the children at the end of the lunch time. This period of the day is supervised by our Midday Controller team

Wet Playtimes

The children will assemble in the hall and use wet play time equipment (games, toys, paper etc.)

Family Assemblies

Each week, parents are invited to our Special Assembly on Monday mornings, led by our Executive or Deputy Headteacher,

TERMLY ARRANGEMENTS

Planning

Work is planned from the School's Framework for the National Curriculum and from our own Schemes of Work.

Assessment and Reports

Daily observations are recorded. A continuous record of the child's progress will be kept. Children will be formally assessed on a termly basis and progress recorded.

Interim reports are issued throughout the year with an annual report being issued at Easter.

Parent Evenings, formal and informal are held throughout the academic year.

Transition Year 2 to Year 3

The Year 2 children will spend time working with the Junior children either here or at the Junior School to aid their future transition.

The children will visit the Junior School with their parents. They will also spend time with their future teacher. Records kept by their Infant teacher will be passed on to the Junior School.

GENERAL INFORMATION

Head's Absence

In the Head's absence, the Senior Management Team will assume responsibility of dealing with daily issues, but unless the Executive Headteachers' absence is likely to be excessively prolonged, will remain teaching their class.