

Please could you also note the following procedures:

Jewellery

No jewellery is permitted during the school day. It is not necessary and is easily lost or broken, causing distress or possible injury. So please note, no earrings, studs, rings, signet rings or chains. Any child entering school with jewellery of any kind will be asked to remove it. Watches are allowed but must be removed for PE lessons.

Bags/Pencil Cases

Our cloakrooms are small but hold PE kits, coats and other belongings. Please ensure that book bags are of an appropriate size and not too large. Likewise with pencil cases. Children from Year 2 onwards have pencil cases. These should be small and may contain writing and colouring pencils, ruler, eraser and pencil sharpener.

Dinner Money

Children in Reception, Year 1 and 2 are entitled to a free school meal under the government's scheme. For children in Year 3 and above there is a charge of £2.10 per day which should be kept topped-up through Parentmail. You can credit your account with a lump sum at a time if you prefer.

Bumped Head Procedure

All accidents are recorded in our incident books and a slip is sent home to inform you of what has happened. If the child has bumped their head this will be reported to you at the end of the day via the classteacher and you or the person collecting will be asked to sign the first aid book to acknowledge and monitor. Any serious injuries will be reported to you immediately through the school office.

Behaviour Policy

We operate a rewards system for positive behaviour such as class pegs, tokens and green cards, and a referral card for sanctions. If a referral card has been issued to a child the parent/carer will be told verbally at the end of the school day. If a pattern emerges, it will be referred to a senior teacher.

Meetings with Teachers

We operate an open door policy whereby teachers are available for brief conversations at the end of most days. They are not available to chat at the beginning of the school day as they will be greeting the children. If you need to relay a message, please use the clipboards that are available on the lunch trolleys for infant children and on the wall for junior children. Alternatively, write a note to the teacher or see a member of the office staff who can then relay this to the appropriate teacher or make an appointment to see them at the end of the day.

Any compliments or concerns should be addressed with the class teacher in the first instance. If you still have a concern you can arrange an appointment with the phase leader. These two steps should be taken before seeing the Deputy or Headteacher. On occasions it may be necessary to go direct to the Headteacher if not class related.

Social media

Parents may take photos and videos of events such as assemblies, plays, concerts and sporting events for their own personal use with the school's permission but these must not be shared or published on any social media websites.

Information from within a secure area on the school website should not be copied and published on social media.

If you have a concern, please follow the procedure outlined above and talk to us about it. Please do not put anything on social media sites regarding situations or individuals. Thank you.