



TANNERY DRIFT FIRST SCHOOL
GENERAL SCHOOL INFORMATION SHEET



School Times for Reception to Year 4

School starts promptly at 8.55am. Classroom doors are open from 8.50am and close at 8.55am. Anyone arriving after this time should report to the school office where they must be signed in by a parent or carer and will be marked as late on the register.

We do expect children to arrive at school on time.

Lunch times vary by age group:

11.45 – 12.45	Reception
12.00 – 1.00	Key Stage 1
12.00 – 1.00	Key Stage 2

The school day ends at 3.15pm, children should be collected from their classroom.

School Times for Nursery

Morning 8.30am – 11.30am (flexible arrival between 8.30am – 8.50am)

Afternoon 12.30pm – 3.30pm (flexible arrival between 12.30pm - 12.50pm)

Office Opening Times

Morning opening times are: **8.25am to 9.30am**

Lunchtime opening times are: **11.30am to 12.30pm**

Afternoon opening times are: **3.00pm to 3.45pm**

Should an emergency situation arise please contact the school office for a message to be passed to the class teacher. No messages will be passed after 3.00 pm.

Parking

There is a drop off zone within school grounds to provide additional parking, this area is for temporary parking whilst dropping off and collecting children. If you are parking outside of the school please park safely and legally; never park on the zig zag lines or over our neighbours drives. The staff car park is not available at any time for parental use.

Breakfast Club and Stay and Play

Breakfast Club is available from 7.40am and includes breakfast at cost of £5.50 per session. All sessions must be paid for in advance. Breakfast is served until 8.20am.

Stay and Play operates from 8.30am and does not include breakfast at a cost of £2.00 per session. Please note that the door does not open for children booked into Stay and Play until 8.30am.

To register for Breakfast Club or Stay and Play please contact the school office. All prices correct as of June 2019.

Nursery Lunch Club

11.30am – 12.30pm

£5.00 per session with own lunch supplied. A school lunch can be arranged in advance at a cost of £2.35 per day. Prices correct as of June 2019.

All sessions will be invoiced on a monthly basis; failure to pay promptly may result in sessions being withdrawn. Six weeks written notice is required if you wish to cancel your sessions.

Uniform

All children are required to wear a school uniform, which consists of:-

- grey trousers/skirt/pinafore/shorts
- white school shirt/blouse/polo shirt
- school sweatshirt or cardigan with logo
- plain grey, white or black school socks or grey tights
- for the summer, dark blue gingham dress with white socks
- black shoes with low heels and enclosed toes (no trainers, crocs or sandals). Children are permitted to wear wellingtons or boots in bad weather conditions. However they MUST bring their normal school shoes with them
- plimsolls, all children require plimsolls or similar soft soled shoes as indoor shoes

P.E. Kit

- school navy PE shirt with logo
- navy PE shorts
- for children in KS1 and KS2 plain navy jogging bottoms (no fashion or brightly coloured tracksuits) and the Tannery Drift Sports hooded sweatshirt, for the winter only
- trainers - for children in KS1 and KS2 only

Uniform with the School logo is available to purchase from Schoollyard

<https://tannery.schoollyardonline.co.uk> – you can try before you buy at their Jarman Way showroom.

All children should have a sensible school coat or waterproof. Please if possible keep a waterproof jacket in their school bag all year round and a sunhat during the spring and summer months. Children go outside in all weathers.

ALL ITEMS OF CLOTHING AND FOOTWEAR SHOULD BE CLEARLY LABELLED WITH YOUR CHILD'S NAME.

Children should not have extreme haircuts or coloured hair. Long hair should be tied back with a simple hair band at all times.

Jewellery is not permitted, this rule includes earrings. Children wearing earrings will be asked to remove them. If the child is unable to do so the school will contact a parent to come into school to remove earrings.

Please do not allow your child to wear nail varnish or temporary tattoos for school.

Milk

Children are able to have milk each morning, which is subsidised by the EEC and HCC. Children are deemed to be in the payable bracket from the term in which they turn 5, parents will be informed of charges in the previous term and will have until the end of that term to order milk for their child. Milk can only be ordered once payment has been received.

Milk is free for children in Nursery and for Reception children prior to the term in which they turn 5. Children who are in receipt of free school meals (not Universal free school meals) are entitled to milk free of charge.

School Meals

As of April 2019, School Meals cost £2.60 per day for children in Years 3 and 4. School meals must be paid for in advance. Cheques should be made payable to **Hertfordshire Catering** or you can pay using the School Gateway online system via the school website. Children in Reception, Year 1 and Year 2 are eligible for universal free school meals.

Packed Lunches

Children bringing a packed lunch should bring it in a suitable box (not carrier bag) that has been clearly labelled with their name on the outside. Packed lunches should contain healthy foods. Nuts, products containing nuts (e.g. Nutella), sweets, bottles, cans and fizzy drinks are not permitted.

Illness

Please let us know why your child is away by 9.15am on each day of absence unless discussed otherwise. This can be done by telephoning the School office or via Parentmail. Please let us know in writing in advance of visits to the hospital. Unless your child requires an emergency doctor or dentist appointment during the school day, we would ask that all routine appointments are made outside of school hours in the afternoon, although we understand this is not always possible. All absences must be accounted for.

Should your child need to have medicine administered four times daily and therefore need to take it during the school day, please download and complete a request for medication form from the school website. Please note that we can only administer medication prescribed by a doctor for your child, with the prescribing label on it.

Children suffering from vomiting or diarrhoea must stay at home for 48 hours following the last episode.

Money and Letters

It helps us all if forms and payments are sent in as soon as possible. Online payments can be made using the School Gateway; this is our preferred payment option. There is a link to the School Gateway on the home page of our website. If you would like to register yourself to use this system please go to the School Gateway website and click on the new user tab; enter your email address and mobile phone number, you will then be sent a PIN code by text. The PIN code will be used in conjunction with your email address to access your account.

If you need to pay by cash or cheque then this must be put in **an envelope, clearly marked with your child's name, amount of money and what it is for**. Any cash must be exact; change is not available from the office. Please hand letters and payments to the school office, not your child's teacher.

Letters and forms will be sent home electronically via our Parentmail system. The office will set up new users and send registration links by email; these links will expire within 7 days. Should you require a new registration link please contact the school office.

Correct Pupil Information

If any details for your child change please let the office know. This can include address, mobile/landline phone numbers, contacts and medical information. Please ensure that the school has at least one alternative local emergency contact (other than parents or primary carers).

Collecting Children after School

If your child is being picked up by another parent or a different person unknown to their class teacher, please hand in a note to the school office in the morning so that they can make the relevant teacher aware. Should an emergency arise during the school day making alternative collection arrangements necessary please contact the office who will pass a message to the class teacher up until 3.00pm.

Child Protection / Safeguarding

All schools have a clear responsibility placed on them by the Children Act 1989 and by guidance from the Department for Education and Employment to safeguard the welfare of all their pupils. In doing so, schools are expected to consult with Children Schools and Families if they believe there is a possibility that a child may be suffering from abuse or neglect. A referral to Children Schools and Families is not intended to be an accusation of any particular action or against any particular person. It is the reporting of concerns which have come to the school's attention. This is in accordance with Hertfordshire Child Protection and Safeguarding Procedures.

Tannery Drift First School has a Child Protection Policy which is available for parents / carers to see.

The designated teacher for Child Protection is Mrs Anna Greetham. She will be happy to discuss any questions you may have about Child Protection Policies and Practice.

Lost Property

The Lost Property box is located outside of the Dining Room. When practical, clearly labelled items will be returned directly to a child's peg. Lost property will be recycled at the end of every half term. Please do not allow any children to stand on the Lost Property box.

Adventure Play Area, Scooters and Bikes

All outside play equipment is off limits to all children before and after school. Please do not allow younger pre-school children to play within these areas whilst waiting for older siblings.

All children riding their bikes to school must wear a helmet. They must never ride their bike or scooter within the school premises. Please note that this applies to younger pre-school children as well. All bikes and scooters must be left in the appropriate racks which are situated outside the dining room.

Website

Please remember that you can access up to date information regarding events and dates on our website. School policies are available to view. You can also download Request for Medication Forms to be completed in the comfort of your own home and returned to the school office.

If there is any other information you would like to see on the website please jot it down and send it in to the school office.

Holidays

The staff and governors of Tannery Drift First School recognise that pupil absence during term time can seriously disrupt a pupil's continuity of learning. Regular and high attendance is in every pupil's best interests and helps to maximise the achievement and enjoyment of school. Nationally there is clear evidence of a link between poor attendance at school and low levels of achievement. Good habits of attendance and punctuality must start in primary school.

Parents do not have the right to take their child out of school during term time for holidays for any reason. In order to request term time leave parents must first apply to the school in writing and they will be invited to attend a short face-to-face meeting with the Headteacher. Following this meeting the school may grant leave in term time if it is considered that there are *exceptional* circumstances. This is at the discretion of the Headteacher and the child's prior attendance and individual circumstances will be taken into account.