

BLDLOW RIDGE SCHOOL PROCEDURE – ADDITIONAL INFORMATION FOR PARENTS

ARRIVAL

Between 8.30 and 8.40 all children assemble on the school playground and when the whistle is blown they line up and are sent into school in an orderly manner. No child should arrive at school before 8.30 unless they are on the school bus. Parents should encourage their children to become independent as soon as possible, and this includes saying goodbye to parents and carers at the school gate and children carrying their own book bags and lunch boxes both to and from school.

DEPARTURE

Reception pupils

Pupils in the Reception class should be collected from outside their playground door at 3 p.m. Please be on time to collect your children. If you have children in other classes you should continue to wait outside the Reception class and tell your older children where you will be. If for some reason you are unavoidably delayed they should wait inside with the class teacher, until you can collect them.

Parents of Year 1 and Year 2 pupils

At 3 p.m. parents proceed round the school to the canopied area at the back of the school adjoining the Year 1 classroom. At home time the children exit through the fire door between the two classes.

Parents of Class 3 pupils

Parents may wait by the lunch boxes outside the First School Library for their children.

This Departure Procedure will enable your children to be collected safely and will relieve congestion at the school gate. Parents or carers can then walk out of the pedestrian gate and safely cross the road with their children. If you are late for any reason the children will be asked to wait in the school entrance hall. Parents and children who are not involved in an after-school club or at a meeting should leave the site by 3.15 pm.

Bus children should line up in the school hall at 3 p.m. A school minibus, organised by the Local Authority is available for children living some distance from the school. Please contact the Transport Officer on 01296 383742 for details.

CARE OF PROPERTY

All pupils are encouraged to take reading and library books home to practise reading, and they will therefore need an appropriate bag in which to carry them. School book-bags are ideal and may be purchased from the school office for £2.50. These are also extremely useful for carrying messages and homework to and from school. If pupils in Year 6 decide to use an alternative bag, it must be of a similar size, since cloakroom space is extremely limited. PE/Games wear should be kept in a drawstring bag on the child's peg during the week, and taken home at regular intervals for washing. No large sports bags or rucksacks are permitted in the cloakrooms. All clothing, games wear and property should be clearly named.

At the end of every term displays of lost property are made for both pupils and parents. However we cannot keep lost property indefinitely so after this, unclaimed items of lost property will be disposed of.

Please do not allow your child to bring precious personal possessions into school, as we cannot guarantee their safety nor accept responsibility for the loss of such items. If children bring money into school they should bring it in a named envelope and always hand it in to their teacher for safe keeping.

WITHDRAWAL FROM LESSONS AND ACTIVITIES

You may ask permission to withdraw your child from daily assemblies and from Religious Education Lessons if, because of your beliefs, you wish to do so. In all other cases, however, children are expected to take part in all activities, including all games and PE lessons.

INDOOR SHOES

All children require a separate pair of shoes to be worn inside the school building in order to keep the classrooms clean and dust free. School shoes, soft indoor shoes or plimsolls are all suitable for use as indoor footwear. Trainers are not permitted as indoor footwear but can be used as outdoor footwear and are very useful for running about outside. All pupils require a pair of outdoor trainers suitable for games on the field in winter, as well as plimsolls for indoor games in the school hall. The outdoor trainers can of course also be used as the outdoor footwear outlined above.

SCHOOL MEALS

No cooked meals are provided in school. All pupils who stay all day at school require a packed lunch, which will be eaten in the school hall. ***Please do not enclose nuts in lunches*** as this can be life threatening to those children with severe nut allergies within the school. Metal food and drinks containers are no longer allowed in school on health and safety grounds.

Free school meals are available for those on the following benefits:

- Income support (IS),
- Income based job seekers allowance (IBJSA),
- An Income-Related Employment and Support Allowance
- Child Tax Credit (provided the parents are not entitled to Working Tax Credit or their annual income (as assessed by the Inland Revenue exceeds £16,040),
- Support under Part VI of the Immigration and Asylum Act 1999,
- Guarantee element of State Pension Credit (GE)

Pupils in Classes R, 1 and 2 are provided with a fruit snack to eat mid-morning. Older pupils may bring a snack to school **but it must be fruit**. Sweets or crisps are not allowed. Class R children are entitled to free milk until they are 5 years old, which parents opt into from 'Cool Milk at School Ltd'. If parents of Class R do not want the free milk, they should send in a small drink for morning break. Older pupils can join the Cool Milk Scheme or drink water. Please do not provide other foodstuffs for playtime.

ABSENCE FROM SCHOOL

If your child is absent from school you must let us know the reason, as detailed records of authorised and unauthorised pupil absence have to be submitted to the Department for Education. The law states that pupils may only miss school if they are ill or attending a medical appointment. Written notes are required for both. Should you wish to take your child out of school for any other reason please discuss the matter with the Headteacher. Parents no longer have the statutory right to take their children out of school during term time for family outings or holidays. In exceptional circumstances permission may be granted, but this is not guaranteed. Parents need to submit written requests to the school governors at least a month in advance.

HOME LEARNING POLICY

Homework is work set to be done outside the timetabled curriculum but not necessarily at home. It does contain an element of independent study in that it is not usually directly supervised or controlled by a teacher, and it represents an extension of the learning activities provided and organised in accordance with the objectives of the school curriculum. Since one of the purposes of schooling is to enable pupils to learn independently of the school the term 'home learning' is more appropriate than homework. At Bledlow Ridge School regular home learning is expected of all pupils at all stages of their school life.

BEHAVIOUR & DISCIPLINE

There is an important need for all involved with the school, to work in the confidence that we share a common perspective. We aim to develop each child to his or her highest potential in all ways ensuring that basic skills are acquired. These skills include numeracy, literacy, practical and physical skills relevant to life and an ability to work and socialise freely with others. We also aim to develop a feeling of self-worth and an ability to see value in others. We want our school to be one which pupils wish to attend - a happy and an interesting place of learning.

We work hard to provide a stimulating environment where the teaching is well planned, organised and delivered, and where it shows clear progression, thereby enabling each child to succeed and become self-motivated and

independent. We give opportunities for pupils to show initiative and learn to take responsibility for their decisions and actions, to develop good relationships based on trust, mutual respect, consistency, fairness, praise and encouragement in all areas of school life.

In considering how we can help more of our pupils succeed more often, thereby achieving our aims and objectives, the staff and governors have adopted a positive approach to behaviour. The school has a Behaviour Policy and an Anti-Bullying Policy which parents can view at any time. Contact the school if you are at all concerned.

PHOTOGRAPHS

Photos are routinely taken in school and used as part of the recording and assessment of children's learning and other achievements, and for display purposes. Photographs of the children may also be used on occasions to promote the school. This is all in line with current Data Protection Act legislation. Parents are requested to sign the enclosed consent form to indicate your agreement to your daughter/son's image being used in this way.

E-SAFETY

Bledlow Ridge School is part of the Buckinghamshire Grid for Learning which provides excellent facilities to schools and appropriate filtering and security. This is particularly important where materials are being downloaded from on-line sources.

Pupils and their Parents/Carers need to read the School's Internet / Acceptable Use Policy enclosed in the Parent Pack. They are required to sign it on their child's behalf, and return the coloured copy to school. This is a legal requirement. Each year the children are taught about e-safety in a manner that is appropriate to their age and stage of development, and the Acceptable Use Policy is explained.

SCHOOL UNIFORM

The school expects all pupils to wear Bledlow Ridge School uniform. Please ensure all uniform is clearly named.

JEWELLERY

In the interests of safety it is important that children do not wear jewellery to school. If ears have been pierced, only sleepers/ studs should be worn and these must be removed for all PE/Games sessions.