**THE SCHOOL DAY AND SCHOOL ROUTINES**

**Timings**

The school day runs from: 08:55am to 3:05pm

**In the morning**

Children can be brought into the playground from 8:45, the bell will ring at 8:55am. Please stay with your child until the bell has been rung and they will then line up in front of their class teacher. The teachers will then lead the class into the school. In wet weather the children go straight into their classroom.

**Playtime and Breaks**

At 9:30 am Rainbow Class has a snack and a drink. Please send your child with a snack of your choice each day, for example a cereal bar. We are a nut free school as some of our children have severe allergies, so please ensure any snacks sent in are completely nut free. You may prefer to send in snacks for the whole week on Monday – please put these in a container with your child’s name on, the containers will then be sent home every Friday. Playtime is at 10:45am-11:00am, where each child is offered a piece of fruit to eat (provided by school) and milk, free for those under 5, and available for children past their firth birthday if you have signed up to the Cool Milk Scheme.

**Water**

All children are asked to bring a named water bottle which they can drink from at any time throughout the school day. We refill these at school as needed, so there is no need for extra-large bottles/multiple bottles on hot days.

**Collective Worship**

A school assembly is held every day. During their first term at school, Reception children are gradually introduced to whole school assembly. There are also special assemblies during the year. Family services are held on the first Monday of every month at 9:15am in St Mary’s church and all are welcome.

Assemblies include the following:

* Monday – A representative from one of the local Churches to lead the assembly. Once a month this is held in St Mary’s Church and parents and carers are invited to join us.
* Tuesday - Diamonds in the Jar Assembly, where the class awarded with the most diamonds for following the Golden Rules wins the glitter ball which they have in their classroom for the week.
* Wednesday – Singing Assembly
* Thursday - ‘Thursday Thunder’ allows children from any year group to sign up to perform something to the rest of the school, gymnastics, musical instrument recitals etc.
* Friday - ‘Sparkling Star’ assembly, where children are congratulated for special effort in their work, for special kindness or good manners.

**Lunchtime**

Lunchtime is at 12:05 – 1:10pm. We provide a free school meal for every child at Haddenham St Mary’s. Meals are prepared daily in our school kitchen and include a wide variety of nutritious meals. We believe that the school lunchtime is a great opportunity for all of our children to sit down together and enjoy their healthy and tasty meal, at the same time as developing their social skills.  We therefore hope that all parents and carers of children at Haddenham St Mary’s will take up the offer of a free school meal for their child.

The menu can be found on our website and we encourage you to talk through this with your child so they know what to expect. If there is something that your child really doesn’t like on a particular day simply send in a packed lunch in, you do not need to let the school know. Please let us know if your child has any dietary needs or is a vegetarian.

After they have eaten, children go outside to play on either the school field or the playground. We have a wide variety of play equipment and activities for children both on the school field and the playground. Lunchtime supervisors are responsible for the children during the lunch break and organise games for children to join in if they wish. In wet weather children have indoor play activities. In sunny weather children should have a sunhat in school to wear outside and they are encouraged to play in shady areas of the playground or field.

**Collecting children**

At the end of the School day (3:05pm) children are let out of school by their class teacher. Children will not be allowed to go until they have indicated to their teacher that they can see their parent or carer and the teacher has seen them too. If someone other than yourself is collecting your child from school, or if they are going home with a friend, please inform the class teacher or the school office. Please let us know if someone other than yourself (for example a childminder) will be collecting your child on a regular basis. If you are going to be late please try to let us know and we can then let your child know that you are on your way.

**‘Wake and Shake’**

One day every week we start the day with a short ‘wake and shake’ session. This is a fun keep fit session set to music. Staff join in with the children to demonstrate healthy attitudes towards exercise.

**Absences**

If your child is ill and cannot attend school, please telephone or email the office before 8:50am and leave a message on our dedicated absence line. If your child has sickness or diarrhoea they should not return to school for 48 hours following their last incidence of sickness or diarrhoea.

If your child becomes ill or is injured during the school day we will contact you and, if necessary, ask you to collect your child. On our Admission Form we ask you to provide contact details for someone we can contact if we are not able to get hold of you. Please ensure you keep us up-to-date with any changes to contact details. We do not send children home unless absolutely necessary.

Taking a child out of school for holidays or days out in term time is discouraged. However, if this is unavoidable, a request form, stating the reason for absence, must be completed and returned to the Headteacher well in advance. The Haddenham Schools have a joint Attendance Policy which states that any request will be unauthorised unless exceptional circumstances exist.

**School Travel Plan and ‘Fitness Friday’**

We have a keen Travel Plan Team of parent volunteers led by our Deputy Head, Mrs Richardson. We want to reduce congestion, help with road safety and develop healthy lifestyles and habits for the children. Please support this excellent initiative by walking to school whenever possible, or by parking a little further away and walking the rest of the journey here. Please see the park and stride map to help you to know where to park. We make a special effort to walk on a Friday and try to have two walk to school events every month. There are also many other events and competitions organised by the School Travel Plan team. The Travel Plan Team is always looking for volunteers to help.

**Medication**

Medication may only be given in school to children with chronic ailments (for example an inhaler for the treatment of asthma) or if the medication needs to be given more than three times a day. A healthcare plan must be completed together with a consent form which must be signed by the parent or carer of the child for any medication which is to be administered in school. Medication must be supplied in its original packaging with a prescriber’s label together with a patient information leaflet. National standards for children under eight years old state that non-prescription medication should only be administered in exceptional circumstances (for example on school trips).

**Communication**

Staff are available in the playground from 8.50am every day to pass on any messages. However, if you would like to speak to your child’s teacher concerning a matter that may take more time, please make an appointment in the school office.

**School Closure**

If school cannot open for any reason (for example due to snow) this will be broadcast on Mix 96 radio station. You can also check the Buckinghamshire County Council website and select the links for education, schools and closures: <http://www.buckscc.gov.uk/bcc>

We will also post notification of any closure on our school website:

[www.haddenham-st-marys.bucks.sch.uk](http://www.haddenham-st-marys.bucks.sch.uk)

**Parent helpers**

Parental support is very welcome in School when your child has settled in. There are many ways you can help, for example listening to children read, cooking or art. We would also like a volunteer to be class librarian, please ask your child's teacher for details. Occasional help with special projects and school trips is always appreciated.

**Forest School**

We are proud to be an accredited Forest School and one of only one hundred schools in the country to have achieved the Gold ‘Learning Outside the Classroom’ mark. Originally a Scandinavian idea, Forest Schools operate on the principle that children of all ages can benefit greatly from the hands-on learning opportunities inherently present in a woodland environment. Forest Schools offers children a way to learn and experience a broad curriculum in a woodland setting. Children will have half a term of Forest School sessions for half a day a week led by our accredited Forest School leader Mrs Roads. Children will need to wear outdoor clothing for this, suggestions can be found on the Forest Schools page on our website.

**Parent Teacher Meetings**

We hold a ‘meet the teacher’ evening early in the Autumn Term which is an informal opportunity to meet your child’s teacher, look around the classroom and hear more about what your child will be learning during the year. Formal parent teacher interviews take place in the Autumn and Spring term. You will receive a full report at the end of the Summer term. We also offer progress drop in sessions twice yearly in the Autumn and Summer.

**After School Clubs**

The school provides a variety of after school clubs for the children. These include tennis, athletics, gymnastics, cricket, craft, football, Jazzercise, Tumblejam, Church Footsteps and multisports. More information and booking forms are sent out at the beginning of each term.

**Happy Hedgehogs**

We are very fortunate to be able to offer wrap around care for children at Haddenham St Mary’s CE School. Happy Hedgehogs is open for breakfast from 8:00am – 8.55am every day and after school part time from 3:05pm to 4:30pm or full time from 3:05pm to 6:00pm every day. Bookings are done on a half-termly basis. For more information please see our separate Happy Hedgehogs brochure.

**CHRISTIAN VALUES & ETHOS GROUP**

The ‘Values and Ethos Steering Group’ is a group of Governors, staff, parents and Church representatives. This group aims to promote our school values, enhance children’s education and develop links within the community. The group meets twice a term and you are very welcome to join us.

**THE SCHOOL PTA**

All parents are automatically members of the PTA and if you wish to join the committee please get in touch; a new committee is elected each year. The School is grateful to the PTA for its funding of additional resources and equipment, as well as fun events for the children. Fund raising events include:

* Village fireworks event
* Summer family event
* Cake sales
* Children’s cinema nights
* Children’s discos
* Scholastic book club
* Nearly new uniform sales

You can join the committee at any time – you don’t have to wait for the AGM. Contact a committee member or ask at the office if you are not sure. It’s a great way to make new friends as well as supporting the school. Here are some of the ways the PTA helps to make our school special. They really make a difference!

This year our PTA has paid for …

* coaches for all school trips
* book bags for new children
* book tokens as leaving presents for all Year 2 pupils
* garden furniture for outside group work
* a present for each child at Christmas
* contribution towards playground extension (to be completed in the summer)
* and much more!