**THE SCHOOL DAY AND SCHOOL ROUTINES**

**Timings**

The school day runs from: 08:45am to 2:45pm for Rainbows.

There is an opportunity for 1 hour wraparound care after school each day which

must be pre booked.

**In the morning**

Children can be brought to the outside classroom door using the one way system at 8:45am. The class teachers will be there to greet your child at the door!

**Playtime and Breaks**

At 9:45 am Rainbow Class has a snack and a drink. Please send your child with a snack of your choice for 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. Please send in snacks for the whole week on Monday – please put these in a small container with your child’s name on, the containers will then be sent home every Friday. Playtime is at 10:15am-10:30, where each child is offered a piece of fruit to eat (provided by school)

**Water**

All children will be provided with their own reusable cup which we will wash regularly in school and fill for the children whenever they need a drink as well as snack and lunch times.

**Collective Worship**

Collective worship will be in class initially due to keeping bubbles separate, we will have some ‘streamed’ sessions and some lead by the class teacher.

Usual Collective Worship includes 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 (to be replaced with class 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. (temporarily replaced with class assembly)
* Friday - ‘Sparkling Star’ assembly, where children are congratulated for special effort in their work, for special kindness or good manners.

**Lunchtime**

Lunchtime will be staggered between 12 and 1pm. 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. Rainbows will be eating with their class only in the hall.

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.

During lunchtime, 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. Teachers and TAs will supervise the children during their lunchtime. 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 (2:45pm) children will be let out of school by their class teacher through the outside classroom door. 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’**

Mrs Collett will be doing a short ‘wake and shake’ session with classes individually at various times throughout the term. 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**

Please feel free to use the class emails to contact your class teacher or the office email for any other enquiries.

**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. Due to the current pandemic our forest school provision is temporarily on hold.

**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.

**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!