

## **The School Day**

### **Punctuality**

**Arrival: 8.45am (no earlier please) ~** Children should be ready to start the session at 8.55 am.

Teachers will welcome the children at the class doors at 8.45a.m., and children may arrive then and start learning. There is a communication board outside the class door for message from and to the class teacher.

At 8.55am teachers may want to work with children on individual or group education plans. If your child has one of these, you may be asked to deliver him/her to school 10 minutes early.

**Please note that registers are taken at 9.00am. Children arriving after that time will be recorded as having an unauthorised absence.**

May we remind you that parents remain responsible for their children whilst on the school premises before and after school hours. We would also ask that siblings are supervised at all times when on the school site.

We like to create a calm, quiet atmosphere to set the tone of the day, and we appreciate your help in managing this. **Say goodbye in the playground.** Your child will soon develop independence and the confidence to come in alone. This will help our office staff to monitor visitors and keep the school safe. If you would like to speak to the teacher she will be pleased to see you at three o'clock.

Children will be bringing with them their book bag, (available from the School office) and, if they have a packed lunch, a lunch box. Their PE kit stays school, so they will need reminding to bring it home for washing, usually at half term. We don't encourage them to bring toys from home, and no sweets, crisps or drinks other than those in their lunch box. They may bring a fruit snack for break time.

For **PE** in the hall, they wear indoor P.E. kit and bare feet. For outdoor games they change into shorts, T-shirts and plimsolls and, in cold weather, tracksuits. (See uniform)

**Milk** - Free milk is available for all children aged under five in school, funded by the UK government.

In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier.

We will register your child for their free school milk on your behalf, with your permission, by providing Cool Milk with your child's name and date of birth.

Shortly before your child turns five, you will be offered the opportunity to pay a subsidised rate for your child to continue to receive milk.

## Outdoors

The children use outside in all weathers, so please make sure that their outdoor clothing is waterproof and warm. Please try to ensure that all children have wet weather gear in their PE bag so that they can go outside on any occasion. On very hot days the children should be provided with named sunhats. If summer shoes should have a solid toe and heel and are worn they should be well fitting and secure and safe for outdoor play and running about.

**Jewellery** is not allowed - not even stud earrings please. However Year 2 may wear a sensible watch.

## Hair

Children with long hair (beyond the shoulder or a fringe that falls over the eyes) need to wear it tied back in a school colour hair tie. We ask that when you have your child's hair cut that styles are not severe or inappropriate for school or age of your child.

## The Collective Act of Worship

All schools must hold a daily Collective Act of Worship that is 'broadly Christian in nature'.

We call this 'Reflections'.

The whole school comes together on Mondays, Wednesdays, Thursdays and Fridays. On Tuesdays Year groups hold their separate 'Celebration Reflections'.

Each 'Reflections' time has a theme connected to a value e.g. 'forgiveness', 'friendship', 'saying thank you'. Children are asked to reflect on their own feelings, experiences and responses before listening to a story on the theme.

**Lunch** is between 12.00 and 1.15pm. Adults under the guidance of a lead TA are supervisors for the lunchtime period.

*Hot Meals:* From September 2014 all children of infant school age became entitled, under a Government initiative, to a free school meal. These meals will be provided to each child by Surrey Commercial Services. Your child will be able to have these meals on a trial period for a couple of weeks if you are unsure as to whether they would prefer a packed lunch. If you would like your child to stop having these meals and bring a packed lunch from home please make sure you inform the School Office. We do ask for a weeks' notice of any change to facilitate ordering. If your child is ill or out at a medical appointment please inform the school office by 10.00am to enable us to let the kitchen know not to provide a meal for them.

*Packed Lunches:* Children are not allowed to exchange food with each other. Non-eaten food is returned in the lunch box so that you know how much they have eaten. We would like to ask for your help in continuing to be **nut-aware**. Whilst we cannot guarantee the school to be completely free of nuts, and recognising that there is always a risk; we can try to help. We ask that there are no nuts or nut products packed in your child's lunch box.

**End of the Day**

The children's school day finishes at 3.00 pm. The teacher will accompany the children into the playground and wait with them until they are collected. Please come to the designated area for collection.

The end of the school day is also the time that the teacher will be pleased to chat.

If you are going to be more than 10 minutes late due to an emergency please let us know and your child will wait for you at the office.

**After School Club**

The Horsell Village After School Club is independent of the school and was set up to offer quality after school care to children aged 4 – 11. A Management Committee of parents runs it.

The club runs from 3.00 p.m. to 6.00 p.m. Mondays to Fridays during term time and is held at the Parish Institute. Details are available from the school office or the website.

We presently offer an after school club on a Monday from 3.00 to 3.40, which is run by the teachers and covers a range of activities from sport to jewellery making.

Other activities are organised by independent clubs, there is a timetable on the school website or available from the office.

**Uniform**

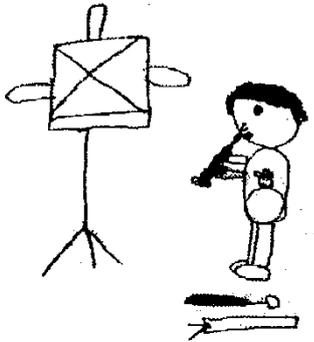
<b>Boys</b>	<b>Girls</b>	<b>Ideally for children in Reception</b>
<b>Green Tracksuit Bottoms*</b>	Green Tracksuit Bottoms*	✓
<b>White Polo Shirt or Green Polo Shirt with school logo*</b>	White Polo Shirt or Blouse or Green Polo Shirt with school logo*	✓
<b>Green School Sweatshirt with school logo*</b>	Green School Cardigan or sweatshirt with school logo*	✓
<b>Grey Trousers or Shorts</b>	Grey Tunic, Skirt or Trousers	
<b>Grey Socks</b>	Grey or Green Tights or White Socks	✓
	Green Gingham Dress or Grey Shorts for Summer Term	
<b>PE Kit-All Pupils</b>		
<b>White school t shirt with school logo*(one is sufficient)</b> <b>Green Shorts*</b> <b>Green Tracksuit Bottoms*</b> <b>Black Plimsolls</b>		
<b>Other Items</b>		
<b>Book backpack with school logo*</b> <b>P.E Bag with school logo*</b> <b>Legionnaires hat*</b> <b>or Beanie hat for Summer*</b> <b>Waterproof Fleece Lined Coat*</b>	Black Shoes-No Trainers or Open Toes Light waterproof/showerproof coat(preferably kept in school) Spare pair of socks and pants (left in P.E Bag)	
<b>Please make sure all items are clearly labelled with your child's name.</b>		

**Good as New Uniform: Contact via school office for next date**

Items for sale are kept in the school that have been finished with by our past or current pupils. Purchases can be made by contacting PTA, and arranging a suitable time to look through what is available, this will often be at the termly sale. Profits go to the P.T.A.

**Recorder:**

Lessons on recorder for older children are given in school time. When your child reaches Y2 you will receive details. If you would like your child to have extra instrumental tuition you can arrange it by 'phoning Surrey County Arts West, Telephone: 01483 761039

**Lettings: Contact Rachel Cadey in the School Office**

School facilities may be booked by prior arrangement for after school dancing, tuition etc. If you know someone who would like to consider us for a venue, Rachel will be happy to provide further details.

**School Fund**

The school has charitable status and consequently benefits from additional tax relief on any donation made through Gift Aid. These donations enable us to considerably enrich the quality of our provision and enable you to make a significant contribution to your child's education. You will be able to sign up to this partnership by completing the form enclosed with this handbook or by downloading the appropriate form available on the website.

**The 50:50 Club**

The 50:50 Club is run by the P.T.A. and benefits The Horsell Village School and the Church of England School.

It is a draw, which takes place each month. Half of the takings are paid out as prize money and the other half donated to the schools. It only costs £2 a month, made by cheques of either £12 or £24. For further details contact the P.T.A.