

*The information refers to the school year 2023/24 and was correct at the time of publishing.
We reserve the right to make changes to these arrangements in subsequent years.*

The School Day

Start and Finish Times

Nursery

Morning session: 9:00am – 12:00 noon
Afternoon session: 12:00 noon to 3:00pm

Reception/Key Stage One

(Reception, Year 1 and Year 2)

There is a window of time in the mornings, during which children can arrive at school. All children in KS1 will leave school at the same time.

Arrival time: 8:40am – 8:45am (Registration closes at 8.50am)
Finish time: 3:10pm

Key Stage Two

(Years 3-6)

There is a window of time in the mornings, during which children can arrive at school. All children will leave school at the same time.

Arrival time: 8:40am – 8:45am (Registration closes at 8.50am)
Finish time: 3:15pm

Lateness – In the morning, gates will be locked promptly (8.45am). Please make sure that your child does not arrive late for school. It can be distressing for a child to start the school day feeling anxious and possibly missing important information and instructions given by the class teacher. Children arriving after registrations have closed are marked as LATE. If a child arrives 30 minutes or more after the close of the morning registration, they will be recorded as having an UNAUTHORISED absence. Children arriving late must always report to the school office.

Reporting an Absence – Parents have a legal duty to ensure that children of a compulsory school age receive an appropriate education. The rules for registering absence of pupils are set out by the Department for Education. Any absence, which the school has not been notified about, has to be recorded as unauthorised. This can lead to enquiries from the Educational Welfare Service. Absences must be reported to the school by 8.30am on each day of absence. Absences can be reported on Reach More Parents Parent Portal under your child's name.

If your child has suffered from either diarrhoea or sickness, please notify the school and keep your child at home for 48 hours after the last occurrence to minimise the risk of infection to others.

If a child is taken ill during the day – The school will ensure your child is looked after until parent or carers can be contacted to collect them from school. If we are not able to contact a parent or carer, we will contact the emergency contact on your contact form.

Managing Medicines in school – please refer to the **Managing Medicines and Dietary Requirements in School policy**. Forms for administering medication during a school day can be found on Reach More Parents under the forms section. This is for prescribe medication ONLY.

Sun Cream- During hot weather, parents/carers should apply long-lasting sun cream to their child before they come to school. Please **DO NOT** send your child to school with sun cream. We are unable to apply sun cream to children.

Water Bottles - Children are required to bring in their own water bottles, clearly marked with their name and class. They should be filled up before school and should only contain water. Children are able to refill their bottles during the school at one of the various water coolers located around the school.

School Milk – Parents and carers can order milk for their child to drink during the morning via [Cool Milk](#).

Journeying to and from school – If the person collecting a child from school is unavoidably delayed, the child will be taken to the school office to wait for collection. If the office do not have a message about a change in collection arrangements, a phone call will be made to the parents or carers. Children in Years 5 & 6 are permitted to walk home provided their parents and carers have given permission for them to do so. Please give permission by emailing Reach More Parents for the attention of your child's class teacher.

Requesting leave of absence during term time – Parents and carers can complete a Leave of Absence form to request leave from school during term time. The form can be found under the forms section on Reach More Parents. Parents and carers will be asked to provide the following evidence with reasons for the requested leave:

- **Medical Appointments** - a copy of appointment letter/card
- **Funerals** – relationship to the deceased and location of the funeral
- **Weddings** – date and location of the wedding, and the relationship to those marrying (a copy of the wedding invitation is required)
- **Religious Ceremonies** – the date and location of the ceremonies (if travelling away for more days than those on which the festival takes place)
- **Appointments other than medical** – e.g. passport/visa applications (a copy of letter/appointment card is required)

Requests for holidays during term time will not be authorised

Personal Possessions

Lost Property – Please ensure **all items of school uniform are clearly marked with your child's name and class**. Every term, many items and articles of clothing are left in school that have been mislaid by the children and never reclaimed. It is very difficult to return clothing to the rightful owners without identification.

Jewellery – For safety reasons, the wearing of jewellery is not allowed. Children with pierced ears may wear stud earrings. Children may wear wristwatches/Fitbits, although parents and carers should consider the value of any item worn by their child to school and be aware of the risks of damage loss that can occur to such items, while in school. Watches with functionality to connect to the internet, send messages or take photographs are not permitted. Any personal items brought to school by children are the responsibility of the owner. **The school takes no responsibility for such items**, even if they are given to staff for safe-keeping. There is no provisions for staff to conveniently secure items.

Mobile Phones (Children) – We discourage children from bringing mobile phones to school. If mobiles are brought to school for a specific reason, they must be switched off and handed to the child's class teacher at the start of the day. We accept no liability for loss or damage to mobile phones which are brought into the school or school grounds.

Mobile Phones (Information for Parents) – Due to Safeguarding reasons, mobile phones should not be used on the school premises, either in the building or on the school grounds. This includes when waiting for children on the playground at drop-off and pick-up time.

Security of Private Property in Schools - Property, including money, is not insured by the Local Authority. Parents are advised, in their own interests, to obtain insurance cover against loss or damage to their property while on school premises.

Premises Rules

Smoking – Smoking is banned everywhere on the Ridgeway Primary School and Nursery site.

Dogs – Dogs are banned from the Ridgeway Primary School and Nursery site, except for disability dogs, or those being used by the school for educational purposes.

Scooters/Bikes - Children must not ride scooters or bikes on the school grounds. Bikes/scooters must be dismounted before entering the premises. They can be stored for the day in the racks outside the front of the school or those by the side of the KS2 entrance.

Sweets and treats - Children are not allowed to bring sweets or chewing gum to school. The class teachers cannot hand out birthday treats in the classrooms. If parents/carers would like to give out birthday/other treats to children, this can be done at the end of the school day when the children come out of school. Please ask the parent/carer's permission before giving children treats. **Do not** send your child to school with food that contains **nuts**; we are a nut free school.

Parking

Road Restrictions - There are restrictions on vehicles accessing a section of Southcote Road at specific times. The majority of vehicles (except those with permission) are prohibited between the hours of 08:00am-9:30am and 2:00pm -4:00pm on weekdays.

Disability Parking - We have designated areas specifically for **DISABLED PARKING** (there are two parking bays marked on Southcote Road). Any parent needing to use these areas should display their Disabled Permit Badge inside their windscreen at all times. It is not permissible for anyone else to stop in these areas, even to just drop off, and we would ask that these areas are kept clear for those who need to use them.

Parking - Do not park on the yellow zigzag lines; they have been put there to protect our school community. Please also take care when parking in nearby roads and do not place any of our school community, especially the children, at unnecessary risk by parking carelessly. Please be considerate of local residents by ensuring that cars are not parked across driveways.

Other

School Nurse – The School Nurse visits the school to carry out height and weight checks for Reception and Year 6, vision tests for Reception and hearing tests for Year 1. Flu vaccinations are carried out once a year for children in Reception to Year 6. The dental team occasionally visit the school to carry out selected check-ups for survey purposes.