Safety

MORNINGS

To avoid unknown adults entering school, we ask parents and carers to say their goodbyes to children outside and for children to come into classrooms with their teachers and without parents. Any parent wishing to visit the school office must enter via the office entrance.

OFFICE DOOR

The main building entrance door will be locked via the intercom system to control access. Any parent wishing to enter must press the buzzer and a member of staff will release the door lock. Please be patient if you have to wait. Any parent that has an appointment to visit the main school or Early Years building in school time will need to report to the school office.

PLAYGROUND

We encourage children to use their bikes and scooters to come to school. However, in order to ensure that all children are safe on site we request that they are not used on the playground before and after school. We also request that school equipment is not used in the playground before or after school. Please remind your child of these rules to prevent any accidents.

HOME TIME

We understand that there will be occasions where you have arranged for friends or relatives to collect your child at the end of the day. Please ensure you let us know who will be collecting your child on your behalf if they are not already named on the form included in the welcome pack. We will not be able to release your child to someone other than you without your consent to do so.

CONTACT INFORMATION

Please ensure that your contact telephone numbers are always up to date with the Office. We use the Arbor Parent App to inform parents about any changes to the school timetable, school closures and emergencies. More information on parent communication channels is included in the welcome pack.

FIRST AID

All staff are First Aid Trained. Our staff based in Early Years are our Paediatric First Aiders. The teacher on duty will deal with any minor incidents e.g. cuts, grazes, bumps etc. and this is logged on our system. If your child has bumped his/her head you will receive a letter. However, in cases of

serious accidents, first aid will be administered and an ambulance called. If you are unobtainable, a member of our Senior Management Team will act in loco parentis. It is important that emergency contact numbers are updated regularly for this reason.

ILLNESS

If your child should become ill, we will contact you to collect him/her from school. Please keep your child away from school for 48 hours if they have had diarrhoea or vomiting. Our Office Staff can advise on the National Guidelines issued by Public Health for other illnesses that may be thought contagious.

ASTHMA

Please inform school if your child suffers from Asthma. A spare inhaler should be kept in school at all times. Inhalers need to be labelled with the child's name and class. A health care plan will be completed by the class teacher for you to sign.

MEDICINES

If the school staff agree to administer medication on short term or occasional basis, the parent or carer are required to complete a consent form. Verbal instructions will not be accepted. If it is known that pupils are self-administering medication in school on a regular basis, a completed consent form is still required form the parent / carer. No other medicines are allowed in school.

ALLERGIES

Please inform the School Office of any known allergies that your child has. This includes hay fever, plasters or any food allergies. We may need you to complete sign a health care plan upon receipt of this information.

The School Day

EARLY YEARS

Doors open – 8:40am

Morning session begins – 8:45am

Lunchtime – 11:45am

Afternoon session begins – 12:30pm

Home time – 3:00pm

MAIN SCHOOL

Doors open – 8:35am

Doors close – 8:40am

Morning session begins – 8:45am

Lunchtime – 11:45am

Afternoon session begins – 12:30pm

Home time – 3:00pm

PUNCTUALITY/ATTENDANCE

It is important to ensure your child has a calm start to the day. Therefore, ensure you arrive punctually, and be ready to line up before the doors open. If you do happen to be late, you will need to enter the main school building and report to the Office. Attendance rates and lateness are monitored closely to ensure children develop good attendance attitudes from the start. It is our policy at Haggonfields to accept notification of absence by telephone call on the first morning of absence; if we do not hear from you we will contact you via text/telephone asking for an explanation of absence. If your child has a medical appointment, please inform the school office in advance and it will need to be evidenced with a letter, email or screenshot of the appointment confirmation.

MILK & FRUIT

In Early Years and KS1, milk and fruit are provided every day. There is no charge for fruit supplied under the Government's 'National Fruit Scheme'. Until the age of 5yrs, milk is also free and provided by Cool Milk Ltd. After 5yrs, milk will continue to be provided but will incur a small cost. If you wish your child to receive milk at school visit www.coolmilk.com. Additionally, we also have toast available for all the children to eat on their arrival to school.

LUNCHTIMES

A hot school dinner can be purchased at a cost of £3.40*or bring in a packed lunch if preferred. Children in Reception to Year 2 are entitled to a free hot school dinner. Children may choose to bring a packed lunch if preferred.

You can find the school dinner menu on our weekly newsletter. Children are asked at morning register if they would like a hot meal. All our hot school dinners are prepared on site.

We should be grateful if you would help us to promote healthy eating when you pack your child's lunchbox. We ask that children do not bring sweets or chocolate bars (chocolate biscuits such as

Penguins etc. are allowed). Please ensure the lunch box is clearly labelled with their name and class. We are a nut free school so please ensure products containing nuts are not included in your child's packed lunch.

Please inform staff of any allergies or special dietary requirements. The catering team are keen to encourage all children to have a school dinner and will work with you to accommodate any needs.

* prices correct at time of print