

CANNON PARK PRIMARY SCHOOL

Welcome to our Cannon Park Primary School



GENERAL INFORMATION

School Times

School begins at 8.55 am, prompt, and children should arrive no later than this time so they are able to be involved in registration and the start of the day's activities. Please note that children should not be left alone at school more than ten minutes earlier than the start time, as we cannot accept responsibility for them before 8.45 am. Exceptions to this are when specific arrangements have been made with staff, e.g. children involved in a club. The school day ends at 3.25pm when children should be collected by their parents or a known adult from the various doors allocated to specific year groups. Please remember you must let the school office/teacher know if you have made arrangements for your child to go home with a friend or a person that is not known to staff.

Entrances to School

1. All year groups have a school entrance particular to their year group so please ensure you drop your child off at the correct one unless you are late, in which case you need to bring your child through the main entrance.
2. We encourage all the children to go into the cloakroom and get ready for the classroom by themselves. This enables them to become independent and responsible for their own belongings. If you need to see the staff about a particular matter, then, of course, see them at the beginning or end of the day or ask for an appointment.
3. The school car park is for staff only so please ensure you do not drive on to the school site. Children should be dropped outside school if they are brought by car, unless of course they have a particular problem with mobility. Please be considerate of our neighbours when parking your car and for the safety of our children.
4. The school drive way is not for pedestrians as it does not have a pavement and would be dangerous when vehicles are entering the school site.
5. The school prides itself on keeping the school grounds tidy so use the pathways provided to walk around the school site. Walking across the grass, especially in winter, can lead to muddy shoes coming into school.
6. The children wait on the playground in the morning and exit the appropriate door at the end of the day. The staff will make sure you know where these doors are. The children will be kept with the staff until parents arrive.

Thank you for your understanding.

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Relationships with Other Children

At Cannon Park Primary School we use our school values to ensure everyone cares for all in a safe environment. So please encourage your child to follow the school values – **TRIED** – Teamwork, Respect, Integrity, Enjoyment, Discipline. We have staff on duty during break times and lunchtime to encourage and support positive relationships and two Sports Apprentices who encourage children to take part in being active.

Please, encourage your child to go to their teacher or adult on duty if they worried about anything.

Break Time Refreshments

We are a 'Healthy School' as we promote healthy eating to our children who are encouraged to bring in a piece of fruit for playtime and a named water bottle to stay hydrated. Children in Reception Class, Year 1 and 2 will be given a free piece of fruit each day through a government initiative. Children are not allowed to bring biscuits, crisps, or sweets in to eat at school during break time.

Lunch Time Arrangements

Lunch times last from 12.00 - 1.00 p.m. Children can choose to:-

Have a school dinner

Bring a packed lunch

Go home for dinner

All children in Key Stage 1 (Year R, 1 and 2) are entitled to free school meals.

Packed Lunches

We encourage children to eat healthy food so please be mindful of what you put in your child's lunchbox. We request that children do not bring glass bottles or cans to school for health and safety reasons. We encourage children to eat their lunch or at least a reasonable amount so they are not hungry. Any items that remain uneaten are left in the child's lunch box so you know how much they have eaten each day.

Gentle reminder - Please label your child's lunch box (and lid if it can be separated) and make sure that drink containers are secure.

Going home at lunch time - Children going home for their school lunch may be collected shortly after 12 o'clock and return at 12.55 pm. Please indicate your wishes on the admission form.

Indoor Play – Our children are encouraged to go outside in all weathers so please ensure your child has appropriate outdoor wear. If the weather is very poor, however, the children stay in their classroom areas and are provided with a suitable activity.

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Medicines

We have guidance from the Local Education Authority about the administration of medicines in school. You are asked to follow these if your child needs to have medicine in school. We do our best to remember to administer prescribed medication for you, or you are welcome to come to school yourself to ensure it is administered.

If medication needs to be in school then you must complete a form before the medication can be held in school. Please go to the school office for a form or request a form via email.

If possible, please ask for medicine to be prescribed outside school hours wherever possible, much appreciated.

Absences

1. **Reporting absence** – we expect all parents/carers to notify school on the first day of absence and continue to keep school informed for the duration of the absence (speak in person or by phone to a member of office staff or leave a message on the school's answer phone).
2. Any **medical appointments** must be reported to the school office in advance if possible and you may be asked to provide evidence for the appointment.
3. **Any child arriving after the school gates close (8.55am)** will be marked as late unless the school have been given a sufficient reason as to why a child is absent either by email, phone or previous arrangement. If a child arrives after the close of register, they will be marked late and minutes will be recorded. All parents bringing children late to school must sign them in the late book in the main reception.
4. **First day calling** – we call and text all parents on a daily basis if we have not been given a reason for a child's non-attendance, when we get no response from parents, we may complete a home visit to ensure proper safeguarding action can be taken if required.

School Uniform

Please ensure your child has the appropriate school uniform as described on the school website or in the starter pack. It is important for all items to be clearly named. Thank you.

Reception Class

Admission Arrangements

Our new Reception children are welcomed over the first week of school through a staggered system to help them settle in. These arrangements are to support the children starting school life and to ensure a happy and successful start for your child in our school. If you need to discuss any of our arrangements, please contact the school.