



HORNIMAN PRIMARY SCHOOL

SCHOOL INFORMATION

ARRANGEMENTS FOR BEGINNING & END OF DAY

Start of school day:

8.55 – Key Stage 1

8.50 – Key Stage 2

The school gates open at 8.30am. Ideally children should arrive just before the start of the school day. Children from Years 1 – 6 are collected by their class teacher from the playground. Reception children enter through the reception playground. Chase games and ball games are not allowed before school. We also ask that children do not play on the climbing frame or steps and decking before and after school. With the exception of reception children please say goodbye to your child in the playground in the morning. Class teachers are available for brief messages.

END OF SCHOOL DAY

2.55 – Key Stage 1

3.00 – Key Stage 2

Reception and Year 1 children are collected from their classrooms at the end of the day.

Year 2 children are collected from the playground.

In Key Stage 2 the class teacher brings the class down to the playground. The cloakroom areas and playground are supervised at the end of the day.

Children who are not collected are taken to wait outside the school office. We ask that children do not wait to be collected from outside the school.

PLAYTIME CLUB

Key Stage 1 children attending playtime club are collected from the classroom by a teaching assistant at the end of the school day. Key Stage 2 children attending playtime club should make their way **straight to the pen** (or under the nearside covered way if wet). If your child is not attending a club or After School Club, a place at Playtime Club can be booked. Places need to be booked in advance.

ABSENCES AND HOLIDAYS DURING TERM-TIME

We advise parents to take holidays outside of term time. Holidays during term time will only be authorised in exceptional circumstances. Any requests for absence need to be made in writing to the headteacher. It is helpful if medical and other appointments are notified in advance in writing to the school. If your child is unwell please telephone the school office to let them know. You may also send in a note so that we have a written record of your child's absence.

LATENESS

It is very important that all children arrive on time. If your child is late for school they should report to the school office where they will be registered and receive a late card. Lateness is carefully monitored and recorded.

OFFICE HOURS

The office is open to parents at the following times:

8.00am – 3.30pm

It is helpful if enquiries to the office can be made at these times.

DINNER MONEY

The cost of a school meal from September is £1.40 a day, payable weekly in advance. This can be paid to the office on a Monday morning between 8.30am – 9.15am, or may be sent into school in a dinner envelope (available from the office) and handed into the class teacher. We are sorry but we are not able to give change.

Children whose parents receive Income Support, Job Seekers Allowance, full rate Children's Tax Credit or Asylum Seekers receiving regular payments from Asylum Seeker Team or Social Services are entitled to free school meals. Further advice can be obtained from the One Stop Shop at Laurence House, Catford.

BIRTHDAYS

We ask that only chocolate, fruit or birthday cake are brought in to share with the class on birthdays.

BOOK BAGS

These may be purchased from the office during opening hours and cost £3.00.

VISITORS

All visitors are requested to sign the visitors' book and collect a badge, which is left in the reception area.

PARENTAL INVOLVEMENT

We value parents getting involved and have many parents and carers who help during the school day. Please see your child's class teacher if you would like to help in school.

Please note that unfortunately we are unable to accommodate younger siblings when parents are helping during the school day or on trips. We require parents who help regularly in school to have a CRB check. Please ask at the office for details.

MONEY IN SCHOOL

We encourage children not to bring money to school. If it is necessary for a child to have money with him/her, it should be handed to the classteacher at the beginning of the school day, preferably in a named envelope.

TOYS AND PERSONAL POSSESSIONS

Children are encouraged to bring in items related to their topic work. In Reception and Year 1 children have the opportunity to bring special items to show on particular days.

We ask that children do not bring toys or other personal possessions into school. Children in Years 4, 5 and 6 are allowed to bring pencil cases to school.

JEWELLERY

Children are asked not to wear jewellery (including wrist bands) in school (unless there is a particular religious reason). Children with pierced ears should wear studs only. Children may wear watches in school.

MOBILE PHONES

A few of our older children bring mobile phones to school. Any phones should be handed in to the office at the beginning of the school day. We advise against children bringing mobile phones to school. If you do wish your child to bring a phone to school, please put the request in writing. Any phones must be handed in to the office before registration and collected at the end of the day.

PE

For indoor PE, Key Stage 1 children can wear vest and pants or change into shorts and T-shirt. In Key Stage 2, children change to shorts and T-shirt (indoor) and short/joggers and T-shirt for outdoor PE. All children must wear trainers or plimsolls for outdoor PE. Your classteacher will inform you when the class PE days are. Children must remove watches and jewellery (with the exception of small ear studs) for PE. Please ensure shorts are suitable for PE – no denim or cut offs.

MEDICINES IN SCHOOL (INCLUDING INHALERS)

We have 3 named persons who are able to administer prescribed medicines only. A written request stating dosage and time to be taken, along with the medicine must be handed into the office by an adult. Please note that medicines need to be in the original bottle and a dosage spoon must be provided. Children should not bring any other medicine or cough sweets to school.

Children who use an asthma inhaler should have a clearly labelled inhaler with them in school at all times. Children are expected to keep their inhaler with them at all times and to be responsible for its use.

DRESS CODE

There is an optional uniform. School sweatshirts and other school wear can be ordered via the school office. Children are expected to wear clothing which is easily manageable and suitable for all activities. Shoes should be suitable for the playground, allowing children to run and play safely (no high heels, loose strap sandals or clogs). In warmer weather we request that children wear tops with sleeves (no belly tops). We also ask that children do not have inappropriate slogans on their clothes.