



## NOTIFICATION TO PARENTS

### The School Day

Arrival	
Front Door open between	8.35am – 8.50am
Registration – all classes	8.50am

End of School	No Clubs	If Clubs	Collect from
Nursery, Pre-School & Reception Classes	3.10pm		Collect from EYFS gate by field
Infants (Classes 1 & 2)	3.15pm	4.00pm	Collect from main entrance
Juniors (Classes 3 - 6)	3.15pm	4.15pm	Collect from main entrance

**PLEASE NOTE:**

- To avoid disruption, please avoid picking up your child during club time.
- If you know your child has to leave early from club, a pick up at 3.15pm would be greatly appreciated.
- Please note there are no clubs the first week of every term

Morning Break (please supply a drink & a piece of fruit)	Time
Juniors	10.15am – 10.30am
Early Years/Infants	10.30am – 10.45am

Afternoon Break	
EYFS/Infants	2.00pm – 2.15pm

Lunch	
EYFS/Infants	<b>12 noon – 1pm</b> (12 noon - Lunch, 12.30pm – Playtime)
Juniors	<b>12.30pm – 1.30pm</b> (12.30pm – lunch, 1pm – Playtime)

Crèche Facilities	
Morning crèche	7.30am – start of school (breakfast included)
Afternoon crèche	3.15pm – 6.00pm (Junior children can join at 4.15)

1. In the event of a child being absent, the school must be notified by 9.00am at the latest on the day of absence. Please leave a message on the school's answerphone or email the school office. All unexplained absences will be followed up that morning by phone.
2. Car Park - Please be vigilant in the school car park, especially during morning drop off and when collecting your child at the end of the day. The car park gets very busy. The school operates a strict maximum speed limit of 5mph in the school car park. Drivers are expected to adhere to the speed limit and drive appropriately and considerately, taking into account pedestrians, weather conditions and other site traffic. Please ensure that children have their seatbelts on before leaving the car park.

If you can, please use the coned drop off zone in the morning to drop pupils off. Please do not park this area as it is for drop off only. A member of staff will be on hand to help.

3. During term time, every effort must be made to avoid children being withdrawn for holiday purposes. Any requests for holiday absence must be requested in writing to the **school office**.
4. All items of clothing and equipment brought to school must be clearly marked with child's name and regularly maintained. The school accepts no responsibility for any item lost or damaged.
5. While we encourage and welcome parents into the school, we ask that they kindly avoid delaying teachers unnecessarily at the commencement of classes or activities. Appointments must be made to see members of staff or the Headmaster.
6. Any medical requirements in respect of special treatments or equipment must always be notified to the school in writing. Children suffering from asthma are permitted to have an inhaler in school which will be kept in the first aid cupboard in the school kitchen. If you wish your child to receive medicine prescribed by the doctor during the school day, please leave the medicine with the school office and ensure that is accompanied by written permission. Medicine administration forms are available from the school office.
7. Addresses, emergency telephone numbers, current mobile phone numbers and e-mail addresses must be kept up to date by informing the school office.
8. Drop off. All children are to enter through the main entrance in the morning.

9. Collection. EYFS children are collected from the EYFS gate by the field.  
Y1 – Y6 are collected from the main porch under the canopy. It is essential that teachers are made aware of the person who has authority to collect each child.
10. Children are prohibited from bringing into school any sweets, nuts or chewing gum, or drinks, etc. in glass containers. We are a “nut aware” school. We are a school that encourages healthy eating. Thank you for your co-operation.

### 11. Optional Extras

Speech & Drama – LAMDA	£90.00 + VAT per term	
Individual Music Tuition		
- Violin/Piano (Mrs Parry)	£15.00 + VAT (per 20 mins)	
- Piano (Mrs Rowley)	£15.00 + VAT (per 20 mins)	
- Woodwind /Piano (Mrs Kerby-Hall)	£15.00 + VAT (per 20 mins)	
- Brass (Mr Taylor)	£15.00 + VAT (per 20 mins)	
- Guitar/Drums (Mr Monaghan)	£15.00 + VAT (per 20 mins)	
- Singing (Mrs Bishop)	£15.00 + VAT (per 20 mins)	
Morning Crèche	£8.00 (7.30 – 8.35am)	weekly rate £31.00
	£5.00 (8.00 – 8.35am)	weekly rate £19.00
After School Crèche	£8.00 per hour	weekly rate
	£31.00	
	£5.00 per half hour	weekly rate £19.00
Morning transport to school in minibus	£7.50 per day	

**PLEASE NOTE A FULL TERMS NOTICE IN WRITING IS REQUIRED TO CANCEL ANY OPTIONAL EXTRAS**

### 12. Useful Books & Equipment for Juniors

Geometry	Cartridge pen with blue ink
Protractor	Pencils
Metal compass	Crayons & felt tip pens
Ruler	Rubber
First Aid in English – Mc Iver	Scissors
Dictionary	Glue Stick
Thesaurus	Small stapler

### 13. School Uniform & PE Kit

Uniform can be ordered by visiting the following website:

<https://www.coolcatsclothing.co.uk/product-category/schools/grantham-preparatory-international-school/>

Plain black sensible shoes should be worn to school (no trainers or open toe sandals)

### 14. Jewellery & Watches

Please note that for Health and Safety reasons, the wearing of jewellery is not allowed. Any pupil with pierced ears should wear studs at school. For safety reasons, studs should be covered or removed for any sporting activity. Pupils from Class 2 to Class 6 are allowed to wear inexpensive watches so that they can be more independent and learn to tell the time. **No smart watches please.**

### 15. Hair

Hair must always be tied back with suitable fastenings in school colours.

### 16. Mobile Phones

Mobile phones are not permitted in school or on out of school visits as they are perceived to be inappropriate for pupils of primary school age.

### 17. School Policies

All school policies, including the following are available from the school office:

- Anti-Bullying Policy
- Safeguarding Policy
- Health & Safety Policy
- Behaviour, Discipline & Exclusion Policy
- Complaints Policy
- Admissions Policy and Foundation Admissions Policy
- Curriculum Policy
- Educational Visits & Activities Policy
- Education & Welfare Provision for Pupils with Statements & Pupils for whom English is an Additional Language.

## **18. Food Allergy Disclaimer**

The school may provide or offer food to its students, staff and visitors directly, through catering service providers or through vending machines, where applicable. The school makes every attempt to identify ingredients that may cause allergic reactions for those with food allergies. Every effort is made to instruct our food production staff, if applicable, and/or service providers on the severity of food allergies.

Because of the number of different meals, where applicable, as well as the number of ingredients used each day, it cannot be guaranteed that every allergen in the food served or offered by or at the school's premises will be identified and/or labelled, and if so, there is always a risk of cross contamination.

There is also a possibility that manufacturers of the commercial foods we use could change the formulation or substitute at any time, without notice.

Consumers that are concerned with food allergies need to be aware of this risk. Students/staff with life threatening food allergies who may need to use an epi-pen should be carrying their own. Please take note that whilst the majority of our school staff are trained to administer epi-pens there are some that are not.

The school cannot assume any liability for adverse reactions to foods consumed, or items one may come in contact with while eating at the school's establishments or purchased in the school by the students/staff or visitors.