

SCHOOL REGULATIONS

- 1) Fees are payable to the Finance Department on or before the first day of term.
- 2) School hours:

08.45 – 13.15	Little Crofters – including lunch, with afternoon sessions available on request
08.45 – 15.30	Reception, Year 1 and Year 2
08.45 – 16.00	Years 3 – 6
- 3) A high standard of good behaviour and manners is expected from everyone in the school community (please see the school's Positive Behaviour Policy).
- 4) Swearing and bad language are unacceptable.
- 5) School uniform, as stipulated on the School Uniform List, must be worn. No Smart watches are permitted, however, pedometers are. Watches should have a plain strap. No jewellery is to be worn to School in line with various National Governing Bodies for sport guidelines. Symbolic religious symbols may be worn but must be removed for all PE and Games lessons and earrings are not permitted. Hair must be neat and clean. Hair gel is not permitted. For Health and Safety and to reduce the risk of the spread of head lice, pupils with hair that touches their shoulder must wear it tied back in either a pony tail or plait, using either navy, maroon or neutral hair tie. Other accessories are not permitted. Hair should not be able to fall over the face. Hair should be its natural colour. Hair patterns, for example 'tram lines', are not permitted.
- 6) All items of clothing and personal property must be clearly marked with the owner's name.
- 7) If a child is ill, the school should be notified via the **Reachmoreparents** App, or by a telephone call to the School Office. If a child is unwell work will not be set, to aid the child's recover.
- 8) Requests for leave of absence, for pupils in years Reception to Year 6, for reasons other than illness, must be made to the Headmaster at least 4 weeks in advance. In line with DfE guidelines and the school's Attendance Policy, permission will only be given in exceptional circumstances. Teachers will always try to help children to catch up with any missed work in class. However, it is not possible to provide additional work for children to take home if they are missing school due to a family holiday taken in school time. We request that parents of pupils in Little Crofters and Pre-School send in notification of any absence or time off from the school.
- 9) A full term's notice of withdrawal from the school must be given in writing to the Headmaster on or before the first day of term, or a term's fees paid in lieu of notice.

Provisional notice is valid only for the term in which it is given and only when written and accepted in writing by the Headmaster.

- 10) If a child is not fit for games on a Games Day, an email should be sent to the Office email to be forwarded to relevant staff.
- 11) Damage to, or loss of, school property will be charged to the pupil concerned. This also applies to musical instruments.
- 12) All children eat school lunch. All dietary requirements are catered for. The school will take every reasonable precaution to source food which is free from nuts.
- 13) Parents are asked that not sweets, chocolates, crisps, nuts, fizzy drinks, glass bottles or cans are brought into school. Break should consist of fresh fruit or vegetables with a bottle of water in a plastic bottle or unbreakable flask. If necessary, a small nutritious sandwich may be allowed, only with consent from the Headmaster. We provide children with a wholesome and delicious meal at lunchtime and would encourage parents to ensure their children eat a wholesome breakfast before coming to school, to ensure maximum brain power. Please provide your child with a named plastic non-spill bottle of water for use throughout the day in class, to save time lost visiting the drinking fountain. Any child bringing treats in for their class to celebrate a birthday must ensure that all cakes/biscuits are individually wrapped. They will be handed out at the end of the school day.
- 14) All money for school activities will be added to next term's invoice with the exception of Summer Term trips for Year 6 pupils and those leaving the school, where the fee should be paid prior to them leaving.
- 15) No mobile phones are allowed in school.
- 16) No dangerous toys are allowed in school.
- 17) Children must receive permission from the teacher on duty if they wish to go outside the playground area.
- 18) The school car parks are out of bounds for children at all times unless accompanied by an adult.