



### *Notes to Parents*

- Children who start term late due to holiday or illness will still have to pay full fees
- We allow children to attend 2 sessions only for their first term.
- Please ensure that all school forms are completed before your child starts school
- A member of staff will open the school gate at the end of both the morning and afternoon sessions
- Parents must sign their child in and out for every session they attend. (This is a Government requirement)
- If someone other than a parent or carer is collecting your child from school you must fill in the Collecting Children form which is placed outside school.
- Please telephone us if for any reason your child is unable to attend school.
- Children must arrive at school wearing their school smocks every day. School T-Shirts are required for outings and Sports Day, and can be worn instead of school smocks. School smocks (embroidered with child's name) and school T-shirt are paid for when a child starts.
- Weekly Diaries must be returned at the beginning of the week. If they are returned late the Key Person will not have time to write about your child's activities at school.
- Appropriate dress helps when your child needs to use the toilet, please avoid dungarees, belts and braces.
- Each child will be given a school bag which will be left at school. This bag is for the child to keep sun cream, sun hat and spare clothes NO other bags need to be brought into school.
- Show and tell days are Monday & Friday ONLY because of mis-placed toys. If your child does not attend on these days they can bring something in to show on one of their days. (only bring one toy) Please dissuade your child from bringing toys into school on any other days.
- Children must bring fruit into school every day, however. no nuts, eggs or Kiwi fruit. Fruit containers must be labelled with your child's name and after use will left outside on the trolley. We also offer a "Lunch Club".
- Children who stay all day should bring a packed lunch ( we promote healthy eating)
- Children should not bring drinks into school as milk and water are provided
- New children may bring a 'comfort toy' to school to help them settle.
- It's important that relevant items of clothing are labelled with your child's name, also if scooters are brought, they should also with the child's name.
- Changes to your child's attendance schedule causes disruption to both staff and children, we therefore cannot allow swaps. If however you require to add to your child's programme this can be accommodated.
- During your child's first term or at the beginning of their second term you will be invited in to school to complete a 'Progress Update' with your child's Key Person.
- If you are concerned about anything to do with your child's time at school please contact me at school 07745250093 or at home 0208 878 1949 or janetjakemansr2@gmail.com
- We encourage parental involvement at school. If you feel you would like to contribute some time please let me know.
- Please see 'Things to Know on our website for further information.