



# Reminders and Expectations



## Office Hours

The office is open between:

8:40 - 9:05am and 3:05 – 3:25pm

You can phone and speak to Mrs Goldfinch-Palmer between 8:15am and 3:45pm.



Teaching staff are on the playground most mornings from 8:45am. This is a good opportunity for you to speak with them or pass on any messages. If you need to make an appointment this is a good time to arrange this.



## Medicines in school

You must give written consent before we can administer any medicine to a student at the Academy. This includes students with asthma.

Medicines will only be accepted for administration if they are:

- prescribed by a doctor
- are in date
- labelled with the child's name
- provided in the original container, as dispensed by a pharmacist, and they include instructions for administration, dosage and storage

Please go to the office for a form if your child needs to be given medication during the school day.

## Clubs

Clubs are run by Academy staff (except Football club which is run by an approved provider).

Clubs finish at 4:15pm (4:30pm for Football and After School Club).

As our clubs are so popular, we encourage pupils to attend regularly or they may lose their place to a child on the waiting list. Obviously if a child is unwell, or other circumstances arise, we would maintain their place. However, if a child changes their mind and does not want to participate, please let the office know so we can give another child the chance to participate.

The gates open at 8:40am and the school doors open from 8:50am till 9:00am. After 9:00am children must be taken to the office and sign in the late book. Registers close at 9:00am.

YR, 1 and 2 children finish at 3:10pm and Y3, 4, 5 and 6 at 3:15pm.

While you are waiting or leaving the site your children are your responsibility and we would ask that they remain close by you during this time.

Please leave the site promptly at the end of the drop off time and the school day so the gates can be closed.

No scooters, bikes, trikes or other wheeled vehicles are allowed on site at any time for the safety of everyone. This includes balance bikes ridden by younger siblings.

Bikes and scooters ridden to school can be kept locked (you will need to provide a suitable lock for this) in the bike shelter, by the gate, during the school day.



## Uniform

Every child needs to wear the **Academy logo red cardigan or Academy logo grey jumper**. These can be purchased from Brigade, our uniform suppliers. There is a link on our website (parent tab- uniform).

During the summer months a red gingham summer dress may be worn. This must be a full gingham dress, not the half and half version.

Hairbows, ribbons and bands should be small and red.

Children should arrive each day in full, smart, clean uniform ready for learning. Over the summer holidays please check that all uniform fits especially shoes, PE kit and trainers.

A red book bag with the Academy logo is the only bag needed. There is plenty of space in this for reading, library and Brain Builder books.

Full details can be found on our website.

If children are not in full/correct uniform a reminder will be issued and your child will be expected to be in full uniform thereafter.