



# **Key Information**

**2023/2024**

## The School Day

Doors/gates open 8.30 a.m

**Gates are closed / School starts 8.40 a.m**

Morning session ends 12.00 [EYFS & KS1] / 12.10 p.m [KS2]

Afternoon session starts 1.00 p.m

**School ends 3.10 p.m**

In the morning, the teachers will be in their classrooms from 8.30 a.m. and children go straight into class. We open earlier than most primary schools to allow time for parents/carers to walk to school with their children and then walk home again before getting into the car. Our aim is to avoid congestion by encouraging as many people as possible to get into the healthy habit of walking to school.

At the end of the school day, all children will leave by the doors onto the playground. Children in Reception and Years 1 and 2 must be collected from their teacher at the door. Older children may look for their parents in the playground. However, if there are any difficulties they should return to a teacher or go to the school office. Children in Years 3 – 6 may walk home unaccompanied if we have a letter from their parents

## Attendance

At Monkston, we believe that the key to a child's success at school is ensuring a high attendance rate. With the disruption to face-to-face teaching that many of our pupils faced, it is now, more than ever, vital that children are in school as much as possible so that we are able to catch up the education they have already missed.

As part of our pledge to ensure outstanding attendance, we monitor pupil attendance every three weeks and identify any pupils who we believe may be at risk of harming their education due to their lack of attendance at school.

During these monitoring exercises, we do take into account individual extreme cases where pupils have had other circumstances or illnesses which has resulted in lower than expected attendance.

If attendance is lower than expected, we will make contact with you. We will be assigning pupils into 3 categories:

- **Category 1 (lower than expected attendance):** Make parents/ carers aware of current attendance (via letter emailed home) and monitor;
- **Category 2 (well below expected attendance):** Phone call home by the assistant head assigned to pupil's year group to discuss reasons for absence with support and advice offered;
- **Category 3 (well below expected attendance and cause for concern):** Meeting with Headteacher and/or deputy head teacher to create an attendance action plan in order to make rapid improvement with attendance.

The staff and governors are confident that parents share our wish that all children make the most of their skills, talents and opportunities. Regular attendance at school is vital if we are to achieve this aim. Without regular attendance the learning process is disrupted and unsatisfactory, consequently children do not achieve their full potential. Our *'In It To Win It'* initiative incentivises punctual pupil attendance at school. In order to keep enthusiasm levels high, we will be monitoring the children's attendance over a short period of time: weekly and every two weeks. The aim of the initiative is to encourage our pupils to be in school as much as possible. The more they are 'in' school, the more chances they have to 'win'.

When a child is absent through illness, parents are asked to inform the school during the first day of absence, either by telephone or in writing. If the child is absent for more than one day, a further note is needed to confirm the length of absence. **A verbal message from a child when he/she returns to school is not sufficient.** In the event that we do not receive a note from parents then the register is marked as an 'unauthorised absence'.

If your child has a medical or dental appointment, the class teacher should be notified in writing beforehand so that the register may be marked accordingly.

#### **Late Arrivals**

Children arriving at school after the bell has been rung and the gates have closed at 8.40am, for whatever reason, need to report to the school office so that the register can be marked. Please note that the playground gates will be closed promptly at 8.40am. This is to ensure that no late arrivals come into school without being marked present in the register.

#### **Term time absences**

**Due to government regulations, we are not permitted to authorise any term time absences.** In exceptional circumstances, the headteacher may authorise some term time absences. Taking a term time holiday due to financial reasons or parental leave from work does not qualify as exceptional circumstances. In addition, **May and June** are busy times in school due to assessments taking place **in every year group**. Pupil absences during this time can be detrimental to a child's progress and can cause significant issues for teachers carrying out assessments. We appreciate your understanding on this matter.

#### **Early Birds and After School Clubs**

Our own staff [working on a 1:9 staff/pupil ratio] provide a service for paid childcare before [7.45-8.30am] and after [3.10-5.30pm] school. Due to limited indoor space available for the clubs, maximum numbers currently stand at 36 children and we can become over-subscribed. Booking details will be sent home in June.

#### **Lunchtime**

Parents are provided with full details of the hot meal service we use – currently Innovate Catering. Hot meals are offered free to all children in Reception, Years 1 and 2. For children in Key Stage 2, the cost is £2.41 per meal. Bookings need to be made by midnight on the Saturday before through the Innovate website. All the information you need to book hot lunches for your child are included in your pack.

At present, around half of our children eat hot dinners, with half choosing packed lunches. We do not 'police' packed lunches, other than to ensure that they do not contain sweets, fizzy drinks or any nut products. Other than those 'banned' items, the contents of each packed lunch are entirely up to the parent.

One of the distinctive elements of our lunchtime provision is to ensure that a senior member of staff – Head, Deputy or Assistant Head – is visibly on duty in the playground for every minute of every lunchtime. This helps to ensure a happy, trouble-free lunchtime experience for all our children.

### **School Uniform**

There is a school uniform and, with parent's support, children are strongly encouraged to wear it. We believe that there is much to recommend the wearing of uniform. Uniform helps the children to feel pride in their school and builds a strong sense of common identity and purpose. All items are standard school wear and can be purchased **from any shop of your choice**. Whilst we insist on colours, **we do not insist** on items bearing the school logo.

If you would like to order items with the school logo on, please order these online at [www.pbparentsonline.co.uk/monkston](http://www.pbparentsonline.co.uk/monkston). Please note that you need to allow up to **six weeks** delivery time from date of ordering. Outdoor fleeces are also available.

### **Not Suitable for School**

We ask that parents do not send children to school wearing high-heeled shoes or other unsuitable types of footwear. We also ask for your support in not sending children to school wearing make-up or jewellery. The only exception being for children with pierced ears who may wear one stud in the lobe of each ear, but, for reasons of safety, these must be removed or come into school covered with a plaster for PE and games lessons.

### **Boys/Girls**

Trousers/skirt - navy blue, black or charcoal grey  
Shirt/blouse/polo shirt - white or sky blue  
Sweatshirt/cardigan - navy blue  
Sensible low heeled, **plain** black trainers/shoes

### **For Physical Education and Games**

On the day that your child does PE or Games, they should wear their **PE kit** into school and remain in it all day. You can choose for them to wear shorts or jogging bottoms depending on the weather.

Shorts – **plain** navy blue or **plain** dark colour  
T-shirt – **plain** white  
Trainers – **plain** colour [such as black, grey, navy or white]  
Pupils will need warmer clothes during the winter. We suggest a **plain** navy, grey or black tracksuit top and bottoms.

**Please mark all items of uniform with your child's name.**

### What else will your child need to bring into school?

- Your child will need to bring a small book bag into school for their reading book. These can be ordered via the uniform website. **Please do not send your child into school with a backpack as this will not be needed and are difficult to store.**
- Your child can bring a snack into school to eat during the morning. **This should only be fruit or vegetables.** No other snacks are permitted and will be sent home if sent into school. The snack should be sent in a small named container.
- Your child should also be sent into school with a named water bottle. We ask that this only contains water.

### Intimate Care Policy

We expect all children to arrive in school toilet trained and able to clean themselves after they have used the toilet. We do not have changing facilities readily available. If this is something that your child has difficulty with, I would advise that this becomes a priority at home so that they are ready for starting school in September. If your child has a medical reason for being unable to use the toilet by themselves, then they will need a care plan in place. Please speak to a member of staff to arrange a meeting to discuss these issues.

If you have any further queries, please do not hesitate to contact Mrs Carr or Mrs Nicholls in the school office.

School office: 01908 671034 Email: [office@monkston.org](mailto:office@monkston.org)

### Positive Behaviour Management

Full details of our thorough approach to encouraging excellent behaviour can be found in our Behaviour Policy. We are committed to maintaining our excellent climate for learning and our message to all pupils is very simple: ***your behaviour is your responsibility***. We care deeply about each child and it's precisely because we care so much about who they are growing up to be that we will firmly address any incidents of unacceptable behaviour. In doing so, we expect the full support of parents. We only communicate with parents [in accordance with our Behaviour Policy] when we have thoroughly investigated and are convinced of the truth of the issue which is being reported.

We hope that all the information you need regarding starting school in September is included in your pack today; however, if you require any further information visit our school website or contact the office: 01908 671034 Email: [office@monkston.org](mailto:office@monkston.org)

## Autumn Term 2023 Key Dates

- Home visits will take place from Tuesday 5<sup>th</sup> September to Friday 8<sup>th</sup> September.
- On Monday 11<sup>th</sup> September and Tuesday 12<sup>th</sup> September, your child will be invited into school for either a morning or afternoon session. These sessions will be in class groups and will be an opportunity to meet the rest of the children in their class.
- From Wednesday 13<sup>th</sup> until Friday 15<sup>th</sup> September, all children will be in school for a morning session and will stay for lunch. 8.30am – 1.30pm.
- From Monday 18<sup>th</sup> September all children will be in full-time 8.30am – 3.10pm

**We will write to you before the end of term to confirm your home visit date & time and which sessions your child should attend on Monday 11<sup>th</sup> and Tuesday 12<sup>th</sup> September.**