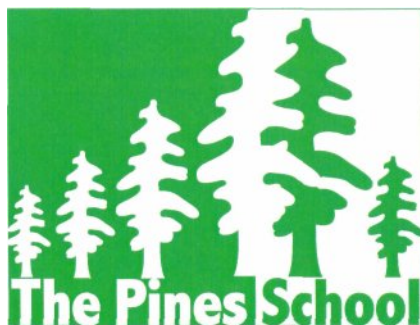


Welcome to



A Community Nursery and Primary School

Hanworth Road
Hanworth
BRACKNELL
Berkshire
RG12 7WX

Telephone: 01344 426413
Fax: 01344 306685

Head teacher
Kathleen Nugent

Please keep this brochure for future reference.
Updated information will be provided when necessary.

WELCOME

Dear Parents

We are pleased to welcome you to The Pines School. We hope your child will enjoy his or her school life and benefit from everything the school can offer.

This brochure is designed to give you information about the school, which will be updated when necessary. Please retain it for future reference.

It is important that we build a close relationship between home and school so that every child can reach their full potential, difficulties can be shared, problems solved, and success congratulated. The school is staffed by a dedicated professional team, which aims to provide a secure and happy teaching environment, which will enable your child to develop both academically and socially. We hope that you will take an active interest in the education of your child and encourage you to join in school activities whenever possible.

Welcome once again to The Pines School, we look forward to meeting you at a school event soon.

Yours sincerely

Kathleen Nugent
Head teacher

Doug Jennings
Chair of Governing Body

THE AIMS OF THE SCHOOL

Achievement / Standards / Expectations

Every child will have the opportunity to achieve his/her full potential in all areas of school life.

Equal Opportunities

To promote equality of opportunity for all children, regardless of ability, ethnicity, religion or gender.

Curriculum

To provide an education in accordance with the National Curriculum, and also to develop a lively interest in and an appreciation of the world.

The Learning Environment

To create a happy, caring and stimulating environment, where each child feels valued and safe.

Individual Qualities / Attitudes

To help children develop independence, self-discipline and esteem, and a respect for others and their environment.

Parent Partnership

To actively involve parents in the education of their children, and to foster a positive, supportive home / school relationship.

School as a Community

To promote and develop the school as a valued community resource.

THE PINES

The Pines School is a Local Education Authority community school for boys and girls from Nursery to eleven years old.

The Local Education Authority:

BRACKNELL FOREST BOROUGH COUNCIL
Education, Children's Services and Libraries Dept.
Seymour House
38 Broadway
BRACKNELL
Berkshire
RG12 1AU

Telephone: 01344 354000

Email: education@bracknell-forest.gov.uk

THE PINES SCHOOL DAY

Session Times:

Part-Time Foundation

Morning Session

Gates open 8.45am Gates close 8.55am

Gates open 11.50am Gates close 12.00

Afternoon Session

Gates open 12.50pm Gates close 1.00pm

Gates open 3.15pm Gates close 3.25pm

Full Time Foundation and Key Stage One

Morning Session

Doors open 8.50am

Register 8.55am

Lunch 12.00 - 1pm

Afternoon Session

1pm to 3.15pm

Key Stage Two

Doors open 8.55am

Register 9am

Lunch 12.30-1.30pm

Afternoon Session 1.30 to 3.25pm

Arrival at School

Please ensure that your child arrives at school on time. Children are never released during the school day without parental consent.

The school is responsible for the children from 10 minutes before the official starting time until 10 minutes after the school day ends. Please ensure that your child does not arrive at school before 8:40am, but is at school by their start time, and has left the site by 3:40pm (unless they are involved in a school activity).

Please inform the school office if your child is being brought or collected at other times.

Security

All doors to the wings are "locked" from the outside (open from inside only). Please use the main entrance door if you need to enter the school. The wing doors are opened at the beginning and end of each session for the children's access only. All visitors (including parents) are required to sign the visitor's book and wear an identification badge while in the building during the school day.

Site

The school shares a site with The Hanworth Community Centre. The side gates to the site are locked at 9:15am and reopened at 3:00pm access at other times is via the main entrance on Hanworth Road.

Notice of Absence

It is important that a letter or telephone call accompanies each absence by a pupil from school. You must give details of the reason for absence, as the school has to account and report on both authorised and unauthorised absence. The government defines the criteria for authorised absence.

Parents requesting leave of absence for their child must consult the Head teacher.

You are reminded how important it is that pupils miss as little school as possible.

Unauthorised Absences

The Education Welfare Officer monitors unauthorised absences and the officer may contact you if they reach an unacceptable level. These absences are recorded on the child's end of year report.

Daily Collective Worship

This is a time when pupils meet together, either as a whole school, or class group to share the experience of being together in a calm and peaceful environment.

ORGANISATION

Foundation Stage

Nursery

The Nursery class has 52 part-time places. Children attend the Nursery class on a part-time basis.

Reception

Children will attend for one or two terms full-time in the Reception class.

Parents are reminded that they must apply for a full time Primary place. Applications are made to Bracknell Forest LES Schools Admission Dept.

Key Stage One

The children in Years 1 and 2 are in Key Stage One of the education organisation.

Key Stage 2

The children in Years 3,4,5 and 6 are at Key Stage 2 of their education.

Transfer to secondary school

Children transfer to secondary education at the end of Year 6.

Teaching organisation

Foundation Stage: Nursery and Reception
Lower School: Year 1 and Year 2
Middle School: Year 3 and Year 4
Upper School: Year 5 and Year 6

House System

On entry to the school all children are placed in one of four houses:

The purpose of the house system is to promote a positive attitude to all aspects of school life by rewarding effort and achievement while encouraging co-operation and team spirit.

School Council

The school has very successful school council. It is made up of elected representatives from each class.

Part Time Foundation Stage (Nursery Hours)

Morning Nursery 8.50 am - 11.50 am
Afternoon Nursery 12.55 pm - 3.15 pm

Holidays

It is important that your child attends Foundation Stage every day to maintain the continuity of teaching and learning and to maintain relationships.

Permission is needed from the Headteacher for your child to accompany you on a family holiday in term time. This must not exceed 10 days in any school year and should be requested in advance.

PE

Your child will take part in PE lessons every week. Please provide your child with a named PE bag, t-shirt, shorts and plimsolls. Earrings should not be worn on PE days and long hair should be tied back. Please encourage your child to dress and undress without help - this will certainly help on PE days.

Toy Fund

Although Foundation Stage is free, the staff are grateful for a voluntary contribution of 50p per week. This goes towards replacing old and broken toys and buying extra toys and equipment for the children. Children should not, however bring their own toys to school as they may get broken or lost.

Parental Help

Parents are welcome to help in the Foundation Stage. If you have some time to spare once in a while or on a regular basis please inform a member of the Foundation Stage team. Younger children however are not allowed in Foundation Stage.

Milk and Fruit

Free milk is provided in the nursery. If your child does not drink milk then water is available. Your child may bring in a named plastic bottle of drinking water to enable them to have drinks during the course of the day, they may refill their bottle as necessary as there is always drinking water available in school. Please do not bring other drinks from home.

We encourage the children to have a piece of fresh fruit as a snack during the session this is also provided free of charge.

Parent and Teacher Meetings

You will be offered the opportunity to discuss your child's progress each term.

Collecting your child

If somebody different is collecting your child please let the Foundation Stage staff know.

Travelling to and from School

Children should walk to school if possible. This helps them to get to know their local area and keeps them (and you) fit and healthy!

Foundation Stage Curriculum

The Foundation Stage curriculum is planned according to the Early Learning Goals:

Personal, Social and Emotional Development

Language and Literacy

Mathematics reasoning and problem solving

Knowledge and Understanding of the World

Creative Development

Physical Development

Plans are on display on the information board as well as information about current areas of learning. The Foundation Stage aims to provide a happy, caring and safe environment, which will stimulate children's natural curiosity and allow them to develop their skill, knowledge and understanding. Independence is actively encouraged and opportunities are provided for the children to grow in confidence and self-esteem.

The children in Foundation Stage learn about themselves, others and the world around them through planned play activities. It is recognised that children need to develop socially; learning to share, help, work and play with others.

Good behaviour is a necessary condition for effective teaching and learning to take place. Children are helped to feel good about themselves by receiving positive feedback and encouragement. If any difficulties arise the staff will always involve parents in helping the child behave appropriately.

Clothing

The Foundation Stage children wear school uniform. Please ensure ALL clothing is named. In case of accidents please provide spare socks and pants, which can be kept in the PE bag. It helps the children's confidence if they are able to dress and undress themselves, including shoes and coats. Your child will also require a book bag, which are available from the community centre.

Jewellery

It is not appropriate for children to wear jewellery at school. If your child already has pierced ears, stud earrings only are permitted. These should be removed prior to school on PE days.

CURRICULUM

The National Curriculum

The National Curriculum for Key Stage 1 and 2, which originated in the Education Reform Act of 1988, consists of 4 Core and 7 Foundation subjects, which all pupils must study at school. The subjects are:

Core Subjects

English	Science
Mathematics	Information Communication Technology

Foundation Subjects

Art	Design Technology
Geography	History
Music	Physical Education

Modern Foreign Language (KS2)
Religious Education

Each child will follow a curriculum based on the Primary Strategy "Excellence and Enjoyment" which:

- recognises and meets the educational needs of each child, extends knowledge, experience, imagination and understanding in ways which encourage children to think for themselves and develop a love of learning;
- develops an awareness of cultural diversity and world citizenship.
- encourages the child to respect the religious beliefs of others, whilst recognising that Christianity is the main religion in our society;
- promotes the importance of healthy living and emphasises the value of personal relationships based on mutual respect;
- develops a sense of self-esteem, promotes equality of opportunity and an understanding of, and respect for, the rights of others;
- fosters a respect for the environment;
- enables children to develop a personal moral code, actively preparing them for their future.
- provides continuity of learning and progression at appropriate levels and in suitable contexts;

At the Pines School, every effort will be made to enrich the curriculum by inviting visiting speakers, drama groups, musicians and so on. We are also proud of our wide range of curriculum resources, which includes a selection of artefacts. We aim to create an attractive and stimulating learning environment.

Curriculum Complaints

The governors believe that difficulties relating to the curriculum are preferably handled through early discussion with the class teacher and the head teacher. The Local Education Authority has also established a formal procedure to deal with complaints relating to the curriculum and details can be requested from the school office.

Educational Visits

Educational visits provide valuable opportunities to enrich the curriculum. Voluntary contributions are requested for these activities.

The visits are planned well in advance and parents receive notice of any such activity. Transport used will be fitted with seat belts, which will be used by the children.

Sport

The school offers a wide range of quality P.E. and sport provision, which is endorsed by our Physical Education policy and extra curricular activities. We have our own separate gymnasium and playing fields, which are available for community use. We participate in age appropriate initiatives offered by Bracknell Forest Borough Council, e.g. Kwik Cricket, Tennis, Badminton and New Image Rugby.

Extra Curricular Activities

The school provides a range of clubs and activities at the end of the school day. Parents are required to indicate whether their child will be collected or may make their own way home at the end of the activity. Parents will be given 24 hours notice of the cancellation of a club activity except in the event of sudden bad weather or the unexpected absence of a member of staff. In such circumstances parents will be notified by telephone.

At present the school offers the following clubs and activities: -

- Choir
- Football Training for inter-school matches
- Badminton
- KS1 Choir, recorder, dance, drama, gardening, football

The school has strong links with Reading Football Club and its " Football in Community" scheme. The scheme provides age appropriate After School and Holiday courses for boys and girls.

Judo is also available at the school but is run by an outside agency.

Berkshire Young Musicians Trust

Teachers from the Berkshire Young Musicians Trust provide lessons in school for a range of instruments such as the trumpet, keyboard and guitar. The instruments taught are selected according to demand. Where there is insufficient demand for lessons for a particular instrument in school, they are provided by the Trust teachers at the South Berkshire Music Centre outside school hours. Other popular instruments available include clarinet, flute, and violin.

HOME/SCHOOL COMMUNICATION

The school hopes to strengthen successful home/school links by:

- A regular newsletter keeping parents informed of school activities.
- Children in KS2 using a homework diary
- Children in KS1 using a reading record book
- Regular parent meetings
- Parent - teacher interviews about children's progress.
- Information meetings for prospective parents.
- Written annual reports for all children.

You are always welcome to contact your child's teacher. This may be done in the following ways:

Verbally at the end of the school day

By note or telephone message

If the matter requires discussion please arrange a mutually convenient time.

If you wish to discuss any matter privately, please make an appointment through the school secretary.

Please ensure we have an up-to-date contact number, so we can contact you if necessary. Contact/ medical information forms are sent home regularly. Please complete and return so we always have correct information for our records.

EDUCATIONAL LINKS

The school has strong links with the Pines Pre-School and many of our Nursery children start their education here.

Regular liaison is maintained with all secondary schools in the Bracknell area and information on these schools is provided for parents.

The majority of children leaving the school at the end of Year 6 go to Easthampstead Park School for their secondary education.

LUNCH TIME

The School's caterers, Caterhouse Ltd, offer a daily choice of meals. Various drinks, including milk, are also sold as extras. Drinking water is available to the children throughout the day.

A sample menu is available from the school. Meals can be paid for daily or in advance at the beginning of each week or half term. Parents claiming income support are entitled to free school meals for their children. Please contact the school office for details.

Those parents who prefer may send their child to school with a packed lunch. In the interests of health and safety, glass bottles, cans, sweets or fizzy drinks should not be brought into school.

Health snacks are available at playtime.

F.O.P FRIENDS OF THE PINES

F.O.P. is the home/school association of The Pines School. Parents of the school are automatically members, and are welcome at all F.O.P. meetings/fund raising working parties.

Events are organised throughout the year to raise funds for the purchase of equipment not normally provided by the education authority.

HANWORTH COMMUNITY ASSOCIATION

The school shares a site with Hanworth Community Centre, which is provided for use by residents of the Hanworth area. A successful pre-school operates daily and interested parents should contact Mrs. Jane Gibbon (01344 423487). Regular liaison meetings are held between the Pines School and the Hanworth Community Centre.

THE GOVERNING BODY

The duties and powers of the school governors come from national legislation. The role of the Governing Body can be divided into three areas:

- strategic role
- accountability
- critical friend

The Pines School Governing Body - which meets regularly - is made up of appointed and elected governors.

Committees

The governing body has formed small committees - which meet as often as required - to advise on specific areas:

- Finance
- Premises
- Personnel
- Policy and Management

HEALTH AND SAFETY

Health Matters

Please inform the school if your child has any health problems, which we should know about, e.g. diabetes, asthma, etc.

School Nurse

We have a school nurse, who works very closely with the school and is always happy to advise parents. She may be contacted via the school office.

Medicines in School

If your child needs to take medication prescribed by a doctor during the session you will need to complete a 'Permission to Dispense' form, available from the school office. All medicine should be clearly labelled with your child's name and given to the Foundation Stage staff with the completed form. The school is unable to allow unprescribed medicines or remedies to be administered.

Accidents at School

When a child feels unwell or has a minor injury, such as a graze, they are sent to the school office where the appropriate treatment will be given. If necessary the parent is contacted when it is felt the child should go home. In the event of a serious accident, the parents are contacted immediately. Should such contact not be possible the school will contact the Ambulance service or take the child to hospital. In such cases the child will be accompanied by a member of staff and continued attempts made to contact either parent. The member of staff will remain with the pupil until the parent arrives. It is therefore vital to update the school with emergency contact numbers. There are two staff qualified under the Health & Safety (First Aid) Regulations 1981.

Safety around the School

We welcome your support in teaching your child to observe the following:

- to stay off all grassed areas, trees and flowerbeds
- to keep off walls, railings, roofs and fences
- to keep away from the pond
- to keep off the adventure playground
- to take extra care in the car park

The playing fields and conservation area are only for use during school hours, under staff supervision.

Access to the school site outside school hours is only permitted through pre-arranged activities.

Supervision of Children

If you bring or collect your child, you must supervise any other children with you at all times. You should ensure that they stay close to you and observe the instructions listed under Safety around the School.

Smoking

The school site is a NO-SMOKING ZONE. This includes the buildings, playgrounds and car park.

Bicycles

Bicycles must not be ridden on the school site at any time. There are some storage facilities for children who ride to school. Children of the appropriate age will be encouraged to take part in the Cycling Proficiency programme.

The school recommends that cycle helmets be worn.

Cars and Parking

Only use your car if it is absolutely necessary. We encourage children to walk to school as this short exercise benefits them - and you!

If you have to drive please park safely and considerately in the parking bays only. **DO NOT LEAVE YOUR CAR IN THE ACCESS ROAD.** Under no circumstances should vehicles be driven beyond the car park, as this presents a serious danger to the children

If the school car park is full, please use the Cannie Man car park and walk through the underpass. Please do not obstruct local resident's access to their homes and garages.

Dogs

Dogs, except for Guide Dogs, are not allowed anywhere on the site.

BEHAVIOUR

We believe that the best way to encourage good standards of behaviour in our school is a clear consistent code of conduct, backed by a positive combination of rewards and sanctions within a constructive community atmosphere.

Good behaviour is a necessary condition for effective teaching and learning to take place.

We will help children to feel good about themselves and others, by:

- giving positive feedback; ensuring that all children are praised for behaving well
- encouraging children to develop courtesy, honesty, respect and tolerance for others
- giving children the opportunity to see themselves as part of a wider community in our school, where they can explore ways in which they can help to make our school a more caring and a safer place for everyone
- encouraging children to solve conflicts peacefully
- helping children to work and play in co-operation with others
- using a range of rewards to encourage constructive behaviour across the ability and social range
- condemning the act, not the child
- using sanctions when there is a persistent disregard of acceptable behaviour standards and serious misdemeanours take place
- involving parents when serious disciplinary problems arise

Good behaviour is rewarded in a variety of ways including certificates, stickers and points.

Golden Time

This is awarded to each child on a weekly basis. Time can be deducted if behaviour is inappropriate. It is important however to ensure that each child has some Golden Time.

Bullying

Bullying, both VERBAL and PHYSICAL will not be tolerated in this school. If you think your child is being bullied, inform the school immediately and ask for an appointment with the head teacher. All reports will be dealt with urgently, but do allow the school time to investigate the problem.

Home School Agreement

Our Home School Agreement follows. You are asked to read and discuss this with your child. You will be given a copy for each of you to sign and return to school to show you agree with its aims.

SCHOOL

The school aims to:

- provide a balanced curriculum and a range of extra curricular activities to meet the individual needs of your child;
- ensure that your child is well taught and is encouraged to achieve his/her full potential;
- provide information about general school matters and about your child's progress in particular;
- provide an atmosphere in which all children can learn and feel encouraged to contribute;
- care for your child's safety and happiness and well being;
- deal with problems and concerns in an effective, fair and consistent way
- be open and welcoming and offer opportunities for you to become involved in the daily life of the school.
- maintain the 'Healthy Schools' award.

These will be achieved through the policies and procedures that are published in the school brochure or are available from the school office.

TO BE SIGNED BY THE HEADTEACHER AND CHAIRMAN OF GOVERNORS

Signed: (Head teacher)

..... (Chairman of
Governors)

THE PUPIL

I will try to:

- do my best at all times;
- be kind, polite and helpful to others;
- take good care of my own and other people's belongings, the equipment and the building;
- remember that the adults in school can help me if I have a problem;
- bring all the necessary equipment to school;
- make sure all work to be done at home is completed and returned to school on time.

TO BE SIGNED BY THE CHILD IN THE PRIMARY SCHOOL.

TO BE SIGNED BY THE PARENT(S) ON BEHALF OF THE CHILD IN THE FOUNDATION STAGE

Signed:

.....

FAMILY

The family will try to:

- support school policies and encourage our child to conform to school and class rules;
- help our child to develop a sense of responsibility, respect and consideration for others and his/her surroundings;
- encourage our child to develop a positive attitude towards school and to do his/her best at all times;
- support our child in homework and other opportunities for home learning;
- attend parents' evenings and discussions about our child's progress;
- make sure our child attends regularly, providing an explanation of absences or of any circumstances that might affect our child's work or behaviour;
- make sure our child always wears correct school uniform and appropriate school shoes;
- ensure our child has PE kit in school every day.

TO BE SIGNED BY THE PARENT(S) OF THE CHILD

Signed:

.....

UNIFORM

We believe that, when children take a pride in their uniform, it encourages them to also take a pride in their school and their work. All children are expected to wear the appropriate uniform, clearly marked with the child's name.

Blouses/Shirts -white

Trousers/Shorts-grey

Polo Shirts -white

Skirts/Culottes -grey

Jumpers/Sweatshirts -green

Dresses - green

Cardigans - green

Shoes - Children should wear sensible footwear, not trainers, for their own health and safety.

Sweatshirts with school name and other items of uniform are available from Jane Gibbon at the Pines Community Centre.

- Wearing jeans, leggings or tracksuit trousers is not allowed.
- Clothing must not have unacceptable slogans.
- Aggressive hairstyles are not acceptable in school.
- Jewellery must not be worn in school, as it can cause accidents. Children with pierced earlobes may wear one pair of studs only, which must be removed for PE. No other types of earrings are permitted.
- Watches may be worn, once the child can tell the time, but should be removed for PE and some art and technology activities. No responsibility will be taken for any loss or damage. Please ensure that no valuable items are brought to school.

Physical Education

- Each child needs a tee shirt or vest in house colours and a pair of black shorts for gym and games lessons. A pair of plimsolls or trainers are needed for outside.
- These items should be named and kept at school in a drawstring bag on their peg.
- Long hair must be tied back for physical education.

Art and Technology

- A painting overall (e.g. an old shirt or similar) is useful for art and technology.

CURRICULUM RELATED POLICIES

Summaries of some of our policies relating to the curriculum are given below. Further details of any school policy, and of Local Education Authority and DfEE statements may be requested from the school office.

Special Educational Needs

Many children have Special Educational Needs of one type or another at some stage in their education. At this school we are aware of the varied and changing needs of all children, and make every effort to cater for those needs. The Special Educational Needs Policy is available on request.

As a school, we have identified the need for extra support for children who are experiencing some degree of literacy difficulties. To meet this need, we have been able to instigate a system in which some children throughout the school are benefiting from extra support, in small group situations.

The Able Child

We are equally anxious to provide for the needs of the most able children. Our procedures and policy are currently under review.

Religious Education

The school curriculum in religious education is based on the Bracknell Forest Locally Agreed Syllabus.

Sex Education

Sex education is not taught as a separate subject, but as part of the school's health education programme. It will include the growth, development and reproduction of humans and other living things. It also helps children understand the changes that are taking place to them both physically and emotionally, at a level appropriate to their level of understanding and maturity.

Year 6 parents are usually invited to preview the sex education materials used.

Homework

As a general rule, the school may encourage children to take work home, or to engage in research, as a natural extension of their classwork. The amount of homework will vary depending on age. In addition, we expect all children to read regularly at home.

Child Protection

We are committed to ensuring that all our children are well cared for, safe and protected.

We follow the Bracknell Forest Child Protection procedures and aim to work together with other agencies that support children and families.

We are required to be watchful for signs and symptoms of:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

Parents should be aware that in urgent / repeated incidents, the school is obliged to discuss / refer these to other agencies.

Summary of Policy on Charging for School Activities

Under the 1988 Education Reform Act we are not able to insist on a direct charge for a visit. It is possible for us to ask for voluntary contributions. We must make it clear that as no funds exist for these activities a visit may be subject to cancellation if the level of voluntary contributions is insufficient to meet the cost. Visits are planned on the basis that parents are prepared voluntarily to meet the costs involved.

It is our intention to take the children swimming during Year 5 for one term (10 weeks), however in order to do this we will be asking for voluntary contributions. If insufficient contributions are received lessons will be limited to those children who do not meet the National Curriculum requirements in swimming.

ADMISSION POLICY

Admissions are dealt with through the Local Education Authority.

They can be contacted at:

BRACKNELL FOREST BOROUGH COUNCIL

Education, Children's Services and Libraries Dept.

Seymour House

38 Broadway

BRACKNELL

Berkshire

RG12 1AU

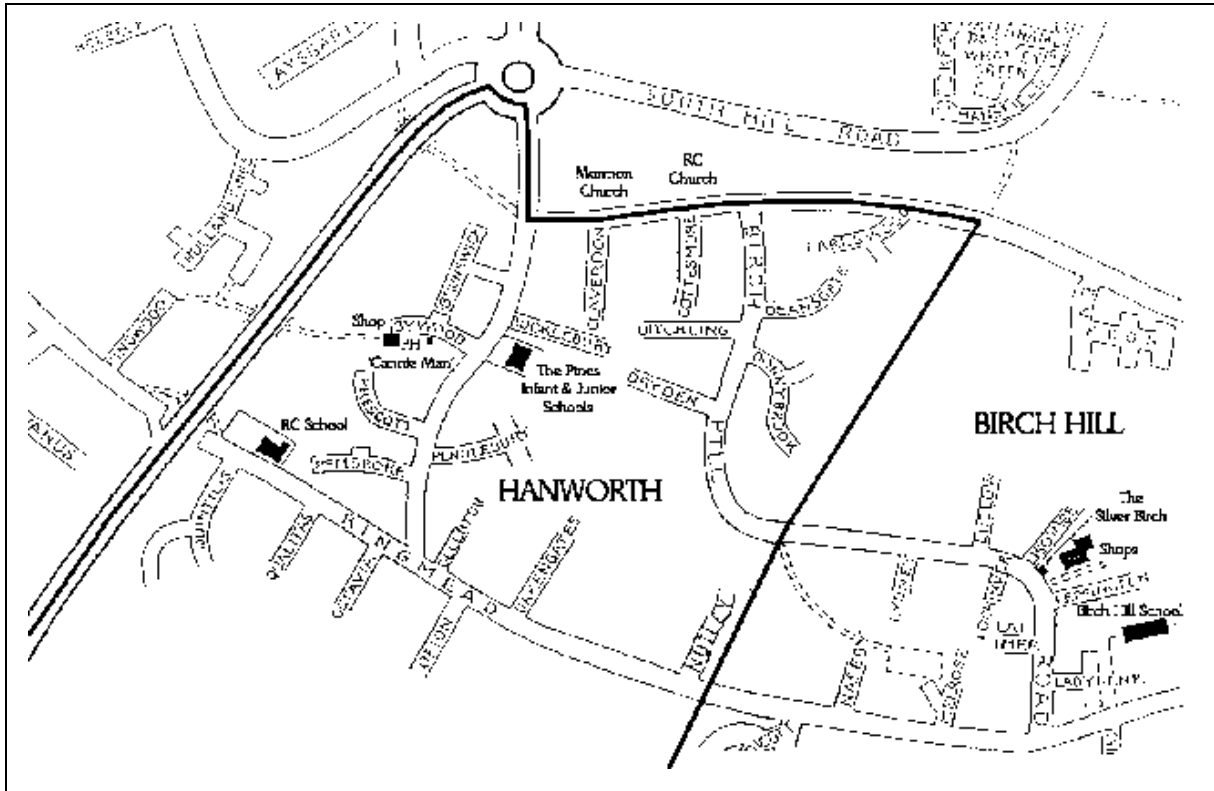
Telephone: 01344 354000

Email: education@bracknell-forest.gov.uk

Arrangements for visits

Parents are most welcome to visit the school and should contact the school office (01344 426413) to arrange a mutually convenient appointment with the head teacher.

CATCHMENT AREA MAP



BROADMOOR ALERT PROCEDURE

Bracknell Forest Borough Council

NOTICE TO ALL PARENTS OF PUPILS ATTENDING MAINTAINED PRIMARY, SECONDARY AND SPECIAL SCHOOLS WHO LIVE IN THE VICINITY OF BROADMOOR HOSPITAL

- If there is an escape, the sirens will sound, and all schools within approximately seven miles of Broadmoor Hospital will be notified. The warning siren is tested each Monday at 10 a.m. for 2 minutes 30 seconds. After a break of 2 minutes, the all-clear siren is also sounded for 2 minutes 30 seconds.
- Schools will stay open and operate as normally as possible.
- Parents who know of an escape before their children leave home for school will be expected to make arrangements for escort.
- Where an escape occurs before the start of school or during the morning session, pupils will be kept at school at midday unless collected by their parents, and will be provided with a meal to the extent which emergency arrangements allow; parents will be asked in due course to pay the appropriate charge for the meal provided. If parents decide to collect their children at midday, they must be responsible for their safe conduct to school in the afternoon.
- If the emergency extends to the end of afternoon school, no child attending an Infant, Junior or Primary school will be allowed to leave the safety of the school premises unless collected by a parent or a responsible adult known personally to the staff, or in exceptional circumstances, a responsible adult known personally to the child. Head teachers of Secondary schools have discretion to allow pupils to go home unaccompanied where the authority for this has been received from parents in writing.
- On subsequent days parents will be solely responsible for the safe conduct of children to and from school, or to and from pick-up and setting-down points for school transport.
- Parents should discuss with head teachers any special difficulties that are likely to arise in individual cases.
- If an escape occurs parents are asked to keep telephone calls to the school to an absolute minimum.