



Parent/Carer Handbook | Your Ideas School

ARRANGEMENTS FOR THE BEGINNING and END OF THE SCHOOL DAY

Start of school day

09:15-09:30

We have a soft start to the school day and children can arrive any time between the times above, to give them the opportunity to settle in and familiarise themselves with their surroundings, ready for learning.

End of school day

15:00

All children will need to be collected from the school gate at 3pm. Staff will be there to see children out.

CAR PARK

Our car park is located next to the school. Please drive at walking pace in the car park.

SMOKING

The whole of our site, including the car park, is strictly a non-smoking site. Please also refrain from vaping on school grounds.

ABSENCES AND HOLIDAYS DURING TERM-TIME

We advise parents to take holidays outside of term time. Holidays during term-time will be authorised in exceptional circumstances. Any requests for absence need to be made in writing to the Headteacher. Medical and other appointments wherever possible should be made for outside of school hours. If your child has an appointment, please notify the Headteacher in advance. If your child is unwell, please telephone the school (or leave an answerphone message) to let us know before 9am. It is very important that your child attends school every day and all unauthorised or unexplained absences will be followed up as part of our safeguarding procedures.

HEALTHY EATING and PACKED LUNCHES

We encourage healthy eating at Your Ideas School and educate our children on the importance of good nutrition. We do not provide school lunches and parents/carers are encouraged to supply healthy options. Please do not send sweets or fizzy/energy drinks in packed lunches.

Breakfast - milk, toast and water are available for children who for whatever reason have not had breakfast on arrival at school. The importance of having a good breakfast is reinforced and encouraged.

Mid-morning Snack – Please supply your child with fresh fruit or an alternative healthy snack.

Drinks - Children are encouraged to bring named bottles of unflavoured, still water to school and to drink regularly particularly after active play and in hot weather. All the children have access to fresh drinking water during the day.

Packed Lunch - For lunchtime, we ask parents to send a healthy packed lunch with their child each day.

BIRTHDAYS

Every child will receive a birthday card from the school.

Unless we are advised otherwise, we will arrange for your child to have birthday cake to share with their friends at school.

VISITORS

All visitors are required to sign in on the iPad and collect a lanyard with a badge from the reception area. Please sign in and out of the school. Visitors who have provided a DBS check and photo ID will wear green lanyards. Visitors who do not have a DBS check will wear red lanyards.

TOYS AND PERSONAL POSSESSIONS

We do not encourage pupils to bring in items from home, unless for a specific purpose e.g. an item linked to their classroom learning. However, we recognise that for a number of our pupils a transition object from home can bring great comfort. Please discuss this with the Headteacher or your child's Learning Mentor.

SAFETY

Please ensure that if your child brings in a scooter or bike, that they also bring in a helmet to wear. We have a very limited stock of helmets in the school, but please be aware your child will not be allowed to ride without one.

MOBILE PHONES

We strongly discourage children from bringing mobile phones to school and do not allow children to use their personal mobile phone devices while at school. If you do wish for your child to bring a phone to school, please discuss this with the Headteacher. Phones must be handed in to the Headteacher / Deputy Head on arrival at school and collected at the end of the day.

MEDICINES IN SCHOOL (INCLUDING INHALERS)

The primary responsibility for a child's health lies with the parent/carer. It is important that we have full and up-to-date information about the medical conditions of any child, particularly those

with long term needs. Medicines should be handed to the Headteacher / Deputy Head / your child's teacher and an 'administration of medicines' form completed by the parent/carer stating the dosage and time to be taken. Non-prescribed medicines cannot be authorised (with the exception of Calpol) and medicines need to be in the original bottle with a dosage spoon provided. Inhalers should be clearly labelled and handed to the school where it will be stored in the office. It is the parent/carer's responsibility to ensure all medicines are not past their 'use by date'. Children should not bring any other medicine to school.

DRESS CODE

At Your Ideas School, we want children to feel relaxed and happy but also want children to feel that they are part of a community. Rather than imposing a series of rules around what is and isn't appropriate dress for pupils, we have a casual uniform policy, as follows:

- Plain white polo shirt
- Red sweatshirt / cardigan
- Black trousers or shorts (joggers, leggings or other comfortable alternative)
- Appropriate, comfortable shoes/trainers
- For sports activities children should wear a plain tracksuit/shorts, T shirt and trainers

We ask parents to supply a change of clothes that can be left in school.

Pupils will need waterproof trousers, coats and wellies for outdoor activities, particularly during the wetter, winter months.

We ask parents to supply a pair of slippers/indoor shoes to keep at school. Children will be encouraged to remove their shoes when they arrive in the mornings.

FINANCE

All fees and charges are notified by invoice at the end of each term. Payment is due on or before the first day of the succeeding term. An administration charge is levied for late payment. Parents must give a full term's notice in writing to the Head before withdrawing a pupil from the School, otherwise a term's fees will be payable in lieu of such notice.

SAFEGUARDING

The school takes its safeguarding duties very seriously. All school appointments follow strict safeguarding procedures and regular volunteers to school are asked to complete a DBS check. As a school, we are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. It is our duty to promote the welfare of children, protect them from harm and to take appropriate action, working with other services as needed.