



## Useful Information For Parents

### **School Day Timings**

8.30 am	School gates open for arrival
8.50 am	All children should be in class for registration
10.30am – 10.45 a.m.	Break
12.00pm – 1.00 p.m.	Lunch
3.15 p.m.	End of School day
School Office Hours	Monday to Friday 8.30am-3.30pm E-mail: <a href="mailto:office@hollylodge.kite.academy">office@hollylodge.kite.academy</a> Tel: 01252 548390

School gates are open from 8.30am. Infant pupils should be escorted onto the school grounds by their parent/guardian. Junior pupils should be dropped at the gate and come into school independently. Children should go straight to class upon arrival at school between 8.30am - 8.50am.

Reception children should be accompanied to the Reception garden entrance with their parents. Parents are not permitted to accompany them into the classroom, with the exception of the first few days whilst new children are settling in.

The school day starts at 8.50am. Those who arrive after this time must be signed in via the office and will be marked as late in the register. Those who arrive after 9.10am will be marked as having missed register and this will affect their overall attendance.

We request that parents do not enter the school building at the beginning or end of school unless visiting the school office. If you need to speak to your child's class teacher, then please contact the school office to make an appointment. Teachers are not available to meet before school without prior appointment. Any visitors coming in to school must be signed in via the School Office.

### **School Playground**

Children (including siblings) are not permitted to use any of the play equipment or adventure playgrounds before or after the school day. These areas are solely for use during break times.

### **Break time/Lunch time**

There is a short 15-minute break for all Years 1-6 at 10.30am. Reception children will take a morning break as appropriate. Infant children go into the hall for lunch at 12.00pm and Junior children go in from 12.15pm onwards.

### **End of School Day**

The school finishes at 3.15pm. At the end of the day, Infant children will be accompanied on to the playground by their class teacher who will ensure they go to the correct adult. Reception parents should wait inside the Reception Garden area. Junior children in Y3 and Y4 are dismissed from their class and will make their own way onto the playground to meet you. Y5 and Y6 children are permitted to make their own way out of school. Please arrange with your child where they should meet you. Please collect your child promptly. Any children not collected by 3.30pm will be taken to the after school club and parents will be charged the standard session rate.

### **Attendance**

We expect children to attend school regularly unless they are unable to through illness. We do not authorise any time off during term, unless in exceptional circumstances. We ask for medical appointments to be made outside of school time. Any time off school, including early pick up, must be completed on an absence form which can be collected from the School Office or downloaded <https://www.hollylodge.kite.academy/parents/form-downloads/> Full details of our Attendance Policy are available on our website. Children's attendance is monitored every half term by the Kite Attendance and Welfare Officer and the Surrey Inclusion Officer.

### **Drive through and Parking**

**There is no parking for parents in the school at any time.** Parking is available along Stratford Road (in the areas where there are no restrictions), and in Carrington Lane car park. There is no longer any pedestrian access through the vehicle gate. Pedestrians must keep to the path. The drive through area is open for school drop-off only, and is designed to have a continuous flow of traffic, therefore there must be no parking at any point. It is solely for the use of Junior children in years 3-6. **There is no stopping allowed in this area and vehicles must be accompanied at all times.** This is also the case for picking up from After School Clubs. Our Drive Through policy can be found on the school website. <https://www.hollylodgeprimary.co.uk/about-us/policies/> Please don't park on double yellow or zigzag lines. We ask that parent kindly respect our neighbours. There is no parking in Meadow Close or Cordelia Gardens as these are private roads.

### **Uniform**

A full list of our school uniform can be found here, <https://www.hollylodge.kite.academy/parents/> We ask that children take pride in their appearance and come to school each day smartly and appropriately dressed. Girls hair should be tied up, if below the shoulder, and only plain or green hair ties are suitable. Hair pieces ie. bows, should be dark or school coloured and small in size. Boys hair should be smart, and no shorter at the sides than a Grade 4. It is obviously essential that items are clearly labelled, especially school uniform sweatshirts. School shoes must be worn. Shoes are worn for playtime and the Daily Mile. If you wish for your child to wear trainers for the Daily Mile these should be packed separately from PE kit in a drawstring bag. Coats (if worn) should be brought into the classroom and kept on each child's chair or in lockers. Children will be advised on coat storage for their class.

### **PE Kit**

We ask that kits remain in school all the time and are taken home at the end of each half term for washing. As we go outside throughout the year, you may wish to provide a tracksuit (without a hood), in a plain, dark colour.

### **Equipment**

Children must bring a named water bottle to school each day and a lunch box if they are having a packed lunch. Children can bring in a book bag or small ruck. Pupils in Year 4 and upwards may bring in a small (clearly named) pencil case. Children may bring in library or reading scheme books and there are red boxes to deposit these or returned to the library on their designated class library day. Please provide a plastic wallet for your child to keep their books in to prevent damage.

### **Weather appropriate**

Please ensure your child is dressed appropriately for the weather. We will be outside as much as possible. Sun cream should be applied before coming to school and all children should have sun hats. If it is chilly or raining, please ensure your child has a jumper/waterproof coat.

### **Child Absence / Illness**

If your child is unwell, on the first day of the absence, you must contact the school before 9.30am. There is a 'Report an Absence' button on the Home page of our website. <https://www.hollylodge.kite.academy/report-an-absence/> When completed, this automatically sends an email to the school office. Alternatively, you may telephone the school office and report the absence via our absence messaging facility.

In cases of diarrhoea and/or vomiting, your child cannot return until 48hours after the last episode. This is to reduce the spread of infection.

Should your child require prescription medication during school time, you will need to complete a medication request form which can be downloaded from the school website or collected from the office. We cannot give Paracetamol or other pain killers and do not keep it in the school. We are only able to give medicines that have been prescribed by a medical professional. Where possible, we request that doses of medications are given outside of school time. However, if this is unavoidable (eg. Anti-biotics 4 times a day), we require you to fill out a medication form in order for us to administer the medicine. Please note that school staff cannot be held liable for missed doses. If your child requires an inhaler, then we request a medical form is filled in and these are stored in an accessible place in the first aid room so that children are able to get these themselves as required. Junior pupils in Year 5 and Year 6 are responsible for their own inhalers. It is the parent's responsibility to ensure inhalers are in date. For serious or ongoing medical issues please speak to the office, as we may require you to complete a care plan for your child. Full details of the Wellbeing policy can be found on the Kite Academy Trust website.

### **School Lunches**

Reception and KS1 children are currently entitled to free school meals. All children can have either a packed lunch or hot school dinner which is chosen on a daily basis by each child. There are currently three meal choices each day which are usually a meat dish and a vegetarian dish and jacket potato. Payments (for Junior pupils) must be made in advance and must be paid online via Scopay. To pay online, please speak to the office who will be able to provide you with access details. Further information regarding costs, menu choices and special diet can be found on the school website <https://www.hollylodge.kite.academy/parents/school-meals/>. School lunches are cooked to order, so if you are expecting to arrive late to school eg. Medical appointment, please ensure you inform the school of their lunch choice before 9.00am. Meal choices can also be pre-booked online via your child's Scopay account.

For children in school who are entitled to FSM, lunch will be provided at school. Please do contact the office if you wish to check your child's eligibility for free school meals, especially if your circumstances have changed. This could be worth in excess of £400 to you for each child over a year. Children should bring a water bottle to school and take it home each day for thorough washing at home.

### **Packed Lunch**

We ask that the children make healthy choices with their lunch so please do not include chocolate, sweets or fizzy drinks. As we have children with nut allergies, any products that contain nuts are not permitted in school.

### **Allergies**

If your child has a food allergy or religious dietary requirements these will need to be notified to our caterers Twleve15. Special Dietary Request Forms are available from the school office and we ask that parents keep us informed of any changes. Please discuss your child's meal choice at home in advance. <https://www.hollylodge.kite.academy/parents/school-meals/>

### **Other Food and drink**

Children are asked to bring a bottle of plain water for use during the school day in a named bottle. Infant children may opt in to the Cool Milk government scheme, details of which will be available during your child's induction. In order for your child to receive the milk, they must be signed up by a parent or guardian. Infant children are also provided with a free piece of fruit by the government scheme. Pupils may bring in a healthy break time snack from home. Permitted snacks are fruit, vegetables or bread sticks. Children should not bring processed fruit snacks (such as fruit winders), cereal bars, biscuits or crisps as their morning snack.

### **Online Payments**

We are a cashless school. Any trips or dinner money payments must be paid via our online payment system, [www.scopay.com](http://www.scopay.com). When you start at the school, we will provide you with details of how to sign up.

### **School Grounds**

There are three entrances into the school; the main entrance with the intercom system, the side gate through to the Carrington Lane car park, and the rear gate at the back corner of the playing fields. The main entrance is open from 8.30am and both Carrington Lane gates are opened by 8.40am. All gates are opened from 3.10pm in the afternoons. They are then locked again at 3.30pm for the security of those children attending clubs. Occasionally it may not be possible to open the rear Carrington Lane gate as this depends on staff availability. At all other times parents must use the Main School entrance and the intercom to gain entry to the school. If your child arrives at school after 8.50am, they must be accompanied to the Office where they will need to be signed in.

Carrington Lane Car Park is owned and managed by Ash Parish Council. We ask that all parents exercise great care as there are obviously a lot of children using the facility. Please also only park within the marked spaces and not on the double yellow lines, otherwise Ash Parish Council may withdraw the facility.

### **Travel to School**

We encourage all families to leave the car at home where possible and walk or scoot to school. If you wish your child to bring a bike or scooter, this can be stored in the bike rack as usual, as long as your child is able to lock it up themselves. Children should walk around to the bike rack once in school. Please note, we are unable to take responsibility for any bikes or scooters left on the premises. If parent cannot walk to school, you should consider "park & stride", leaving the car further afield and walking the remainder of your journey. Please observe the law. Do not park on yellow or zigzag lines. This is illegal.

### **School Communications**

We regularly send out a school newsletter via email. This will update you on all the events and activities taking place in the school. Please provide your email address to the office to ensure that you receive it. We also upload a copy to the school website together with any urgent updates. The school website address is [www.hollylodgeprimary.co.uk](http://www.hollylodgeprimary.co.uk). Please note that this is our primary means of notifying you of events that will affect your child. It is very important that you check the information and dates regularly.

### **Parent Contact Information**

Please let us know in writing if any of your contact information changes, particularly mobile phone numbers. Please ensure that you advise the office of the names of any friends or relatives who are going to regularly collect your child. If anyone different from those previously named is picking up your child, please ensure that the office is informed by 1.00pm.

### **Class Reps**

Each year group will have a representative who should be able to assist you with day to day queries or advise who to speak to. They are also invited to attend meetings where they can communicate any general feedback on school matters. Any urgent queries should initially be addressed to your child's teacher, via the school office.

### **Parent Helpers**

We are delighted to welcome parents to help at school, however you will need to have a valid DBS. If you anticipate helping on a regular basis, please contact the office to obtain the necessary paperwork, (this can take 6-8 weeks to come back.) When visiting the school, please sign in and out at Main Reception and obtain a visitor's badge. Please note that parent helpers in school are subject to the latest Covid guidance and restrictions.

### **Breakfast Club and After School Club**

The Holly Lodge Breakfast and After School Club, known as The Lodge, operates during term-time for children attending Holly Lodge Primary Academy. The club is currently run from the "M1" building between the Reception garden and Year 5/6 building. It consists of a classroom, the cookery room, and the studio.

The Breakfast Club is open from 7:30am to 8:40am and the After School Club runs from 3:15pm until 6pm during term time.

Breakfast is included for morning club bookings. Food options include cereal and toast. A healthy snack is also provided for after school club bookings which normally consists of fruit and toast. Sometimes cookery activities are arranged whereby pupils may prepare their own delicious snacks, such as pitta pizza!

All sessions are payable in advance via our Scopay online payment system. Our prices for 2021-2022 are:

Breakfast Club £5.50

After School Club £12.50

Please note that we are unable to refund overpayments for breakfast and after school club, so please do not pay too far in advance. We cannot refund childcare voucher payments under any circumstances. By booking sessions at our breakfast and after school club you are agreeing to our terms and conditions in the parent handbook, available on our website <https://www.hollylodgeprimary.co.uk/parents/school-clubs/>.

### **School Office**

The office is open each day from 8.30am until 3.30pm. To minimise footfall in the school building, where possible please contact the office by phone or email for any queries. 01252 548390 or [office@hollylodge.kite.academy](mailto:office@hollylodge.kite.academy)

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### **Covid-19**

All our arrangements are subject to change depending on latest guidance.