

### The School Day – start and finish times

Gates open at 8.40am. Year R, 1 and 5 children should come through the main school entrance. Year 2, 3, 4 and 6 should use the side gate to go to their classroom door to come into school.

If a child arrives after school registration (8.50am), they should enter through the main entrance. The side gate will be locked from 8.50am to 3.15pm.

School finishes at 3.20pm for Year R, 1 and 2. Year R will leave via their classroom fire door. Year 1 will leave from the main entrance and Year 2 should be collected from the playground doors/ramp via the side gate.

School finishes at 3.25pm for Year 3, 4, 5 and 6. Year 5 will leave via the main entrance. Year 3, 4 and 6 can be collected by parents from their classroom via the side gate.

### Attendance and Punctuality

This is extremely important and if levels drop, we will take action. If your child is absent, please contact the school office immediately. Holidays in term time will always be unauthorised and are likely to incur a fine from the Local Authority.

### Medical Needs and First Aid

Please do let us know if your child has any medical needs (a form is sent out every September to collect this information). Please also let us know if this changes during the year.

If your child has an auto-injector or inhaler, they must have an in-date one in school, and an extra one for school trips which they must bring with them to attend the trip.

We also give children Calpol and anti-histamine in school, if you agree. However, all other medicines must be prescribed by a doctor and a form must be completed for us to administer this.

We will contact you if your child needs any first aid for serious accidents in school.

### Water Bottle

Water is available in classes and from water fountains in school. Children may bring a small water bottle to keep hydrated throughout the day.

### School Clubs

We run a variety of clubs on a termly basis for Years 1 - 6. A letter will be sent home each term offering spaces, which are allocated on a first come basis. Clubs may require a small fee.

### Tadley After Care Club

TAC is available for breakfast care (7.30am to 8.40am) and/or after school care (3.20/25pm – 4.30/6.00pm). Please see more information on our website

### Healthy Snacks

Year R – 2 are provided with a healthy snack each day. If your child is in Years 3 – 6 please provide your child with a healthy snack for break time. This should not be chocolate or crisps. Yogurts, cheese, fruit, vegetables or plain rice cakes are examples of a good healthy snack.

### School Meals

A cooked meal can be ordered daily. This is free for Year R, 1 and 2. It costs £3.20 for Years 3 – 6. This is paid online via SCOPAY. We offer a meat option, vegetarian option, or jacket potato. The main menu is [here](#). If your child has a special diet, you will need to register [here](#).

All children can bring a healthy packed-lunch if they wish to.

### Free School Meals

If you think your child may be eligible for a free school meal in Year 3 – 6, please complete a quick online form [here](#). However, please also complete this form if your child prefers a packed lunch as the school receives extra funding for any child who is eligible for a free school meal.

### Nut-free School

We are a completely nut-free school. Please do not send any nut-based products into school. This includes chocolate spread, cereal bars and pancakes which often contains some sort of nut ingredient.

## Assemblies

We have daily class or school assemblies, which are based around our values and learning behaviours. We have a visitor assembly on Thursdays and our 'Be Proud' assembly on Fridays.

## Religious Education

We subscribe to the Hampshire Agreed Syllabus. This promotes a sound understanding of a variety of faiths. We aim to be inclusive in all lessons.

## Online Payments

You can make online payments [here](#) for trips etc.

## Parking

Please do respect the law and the local residents by only parking in designated and lawful areas. Parents are not to use the school carpark without permission from the Head Teacher and children should not be dropped at the front of the school.

## Going Home Arrangements

Years R - 4 should be collected by an adult. If a different person is collecting your child, please let the office know.

Year 5 and 6 can walk home and we will send a form home in September to collect this information so all adults are aware of the arrangements for your child. If this changes over the year, please let the school office know.

## Pupil Premium

If you receive certain benefits, then please [complete this form](#) to see if your child is eligible for Pupil Premium Funding. This gives the school an extra £1,480.

## School Uniform

Children should wear school uniform unless it is a PE day. We have designed our uniform policy to be as affordable to parents as possible. Please see [our website](#) for further information.

Jewellery should not be worn in school and we advise ear-rings are also left at home on PE days where possible.

## Lost Property

Please make sure you label anything your child brings into school! We do collect unnamed lost property which you are welcome to check and put this out at

the end of the school day once a term. If things are not claimed by the end of term, then they are donated to the PTA or disposed of.

## Bags and Pencil Cases

Year R should have the flat book bag available from Skool Kit in Basingstoke. Other year groups may bring in their own bags (there is a school ruck sack available from Skool Kit also). Please make sure these are compact as the larger ones can be very difficult to store.

Children should not bring any pencil cases or their own stationery equipment into school. We will provide everything that is needed.

## Trips

Children will experience a wide range of educational trips whilst at Tadley. Each year group will do at least one external trip a year, sometimes more. These are usually at a cost, and the contribution suggested is vital to allow any trip to happen. Year 6 also go on a residential trip to PGL.

## Office Team

Our office team are always available in the mornings on the gate or at the end of an email or the phone.

## Communication

We try to keep our [website](#) up-to-date with information – so please check it regularly.

Newsletters are sent out weekly and contain a wealth of information for parents and carers, such as key dates, updates on learning, class events and key announcements.

We also communicate with parents and carers via text, email and letters sent home. It is really important that we have your correct contact details, particularly in an emergency. Let us know if your contact details change across the year. Our telephone number is 0118 9813805 and our email is [adminoffice@tadley.hants.sch.uk](mailto:adminoffice@tadley.hants.sch.uk).

## Home Learning

Reading is the most important skill for a child to master. Please make this a priority in your home and read with and to your child on a daily basis. We will also send home maths skills to practise such as number bonds to 10 (8+2, 6+4), number bonds to 20 (14+6, 13+7), counting in 2s, 5s and 10s and times tables practice depending on your child's year group.