

School Information



A Typical Day

- 8.45 Children arrive at school and enter the building through their external classroom door.
- 8.55 Registers Close
- 10.30 Playtime (15 minutes)
- 12.00 Lunchtime
- 1.00 Learning starts again
- 3.15 School Ends Butterfly class will leave through the main reception door and Ladybirds via the side door in the train playground

COMMUNICATION

Your child's education and happiness at school depends on communication between you and us. We rely on you to let us know the things that might affect how well your child learns and settles into the school. We welcome any information you can give us to support your child.

Please do not hesitate to contact us should you need to discuss any issues regarding your son or daughter's well-being and learning.

Apart from the formal opportunities to meet with your child's teacher, we have an 'open door' policy in school and you can make an appointment at any time to see your child's teacher at a time to suit you both.

So if you need to, please make arrangements either with your child's teacher or speak with Mrs Harvey or Mrs Daunt in the school office.

BREAKFAST CLUB

The school runs a breakfast club from 7.30am - 9am each session costs £3.50 and is payable using the Parentmail system. Breakfast is served until 8.15am For more information please visit the school website [here](#).

BREAK & LUNCH TIMES

As we are part of the Healthy Fruit and Vegetable scheme, your child will be provided with a piece of fruit or vegetables for their mid-morning snack in years R,1 & 2.

There is milk available through the company Cool Milk, which supplies milk free to children up to the age of 5 and a small charge for over 5's. You can order online at www.coolmilk.com.

HOT LUNCHES

Children in reception, year 1 and year 2 are entitled to a free school lunch. At Merley this is provided by Chartwells, and information can be found [here](#) on how to order.

BEHAVIOUR POLICY

Pupils are encouraged to be polite, co-operative and mindful of others' needs. Merley First School is a place where bullying will not be tolerated. In the event of any disciplinary problems arising, parents will be involved so that we can work together to bring about a satisfactory outcome.

ABSENCE FROM SCHOOL

If your child is unable to come to school, please inform the school by telephone 01202 88455 or via the ParentMail app on the first day of absence before 9.15am using the absence line and every day thereafter.

HOLIDAY REQUESTS

From September 2013, the legislation for term time holiday has changed. The amendments remove the reference to family holidays and specify that Head Teachers may not grant any leave of absence during term time unless there are 'exceptional circumstances'. If you need to request leave for your child please complete the relevant form that can be found on the school website [here](#).

SCHOOL UNIFORM

We like children to look smart in school and they must wear the correct school uniform. The only items with the school logo on are the school sweatshirt/cardigan, PE T-shirt and book bags. These items are available to purchase from the Brigade website [here](#). All other items can be purchased from high street retailers.

Note – all school uniforms must be clearly named.

Standard Uniform:

- Royal Blue Sweatshirt or Cardigan with logo
- White Polo shirt
- Grey School Trousers / Shorts
- Grey Pinafore or Skirt
- Royal Blue or Navy Summer Dress (optional)
- Black School Shoes – no trainers permitted

PE Kit:

- Blue T-Shirt with logo
- Black/Blue PE Shorts
- Black/Blue Tracksuit (Tops & Bottoms)
- Trainers

Other:

- Named Wellington Boots
- Spare Underwear (in a plastic bag) to be kept in PE Bag

It is school policy that long hair is tied back. No jewellery or 'fancy' bright coloured hairbands are permitted. Only small studs are permitted for children with pierced ears which must be removed or covered with plasters/tape (supplied by parents) for PE/games lessons.

We would encourage children to be competent with their toilet training by the time they start school and also to be able to dress/undress themselves including shoes.

MEDICATION

If your child is well but needs to take prescribed medication during school hours, please complete the relevant form which is available from the school office giving us details of the medication and permission to administer it. It is school policy that we are only allowed to administer medication that has been prescribed 4 times a day. Please do not send in any medication in your child's lunch box or book bag.

PUPIL PREMIUM / FREE SCHOOL MEALS

Your child may be able to get free school meals if you receive any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit; this is as long as you're not entitled to Working Tax Credit and your annual gross income is no more than £16,190
- Working Tax Credit 'run-on' payment (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit: this is as long as your household income is less than £7,400 a year (after tax and not including any benefits you get)

Please visit the school website [here](#) to complete a quick and easy application.