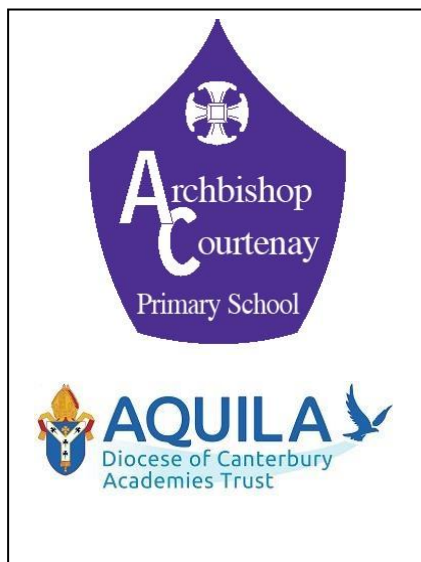




Head Teacher: Mrs Sue Heather

Deputy Head: Mrs Jodie Bond

Pastoral & Well Being Manager: Mrs Tracy Gooding

Sendco: Mrs Grace Donnay

Secretary: Mrs Debra Freed

SCHOOL ROUTINES

ARCHBISHOP COURTENAY CHURCH OF ENGLAND PRIMARY SCHOOL

Eccleston Road, Tovil, Maidstone, Kent ME15 6QNTel 01622 754666

office@abc.aquilatrust.co.uk

www.archbishopcourtenay.org.uk

SCHOOL ROUTINES

ARRIVAL AT SCHOOL

All children should arrive between 8.30am (YR 5 & 6) and 8.40am all other year groups with a view that all children are in their class sitting at their desk by and registered to start learning at 9am.

BREAKFAST CLUB

A breakfast club is available from 8.00am (doors close at 8.20am) and costs £3 per child per morning. Please speak with Mrs Janman in the office if you would like your child to attend.

SICKNESS /ABSENCE

If your child is going to be absent it is essential that you call the school office 01622 754666 before 9.30am and let them know your child will not be in school together with the reason why.

This ensures that lunches are correctly ordered and that the school can confirm to the authorities all children are safe.

MEDICAL APPOINTMENTS

Please try to make all medical appointments (doctors, dentists and hospital) outside of school hours where possible. If you have been unable to do this please show your appointment letter to the office before the date so that the information can be recorded.

If your child will be arriving into school later in the morning, the office will need to know by 9.30am as well as being advised if a school dinner is required.

MEDICINES

Our office staff can give prescribed medicines such as antibiotics. Please ensure that the child's name is clear and correct on all labelling as well as the dosage. A form will need to be completed for medicines to be administered. Please **DO NOT** send any medication with a child or anything that is not in its correct packaging.

PACKED LUNCHES

Children in EYFS and KS1 are entitled to free hot dinners. Please take advantage of this as even the fussiest eaters will try different things if their friends eat it. Please still complete forms if you would be entitled to free school meals as this supports the school and in the event of a pandemic ensures you will receive any money paid by the government to support families. Any uncertainties speak with the office ladies.

If, however, you would prefer your child to have a packed lunch, please ensure it is nutritionally balanced. There are many websites to help with ideas. Please note sweets, chocolate or fizzy drinks are not allowed to be consumed at lunchtimes.

READING

Any reading you do with your child is helpful; encourage them with anything they enjoy and a bedtime story read by a parent, grandparent or sibling is always a pleasure.

WOW – Walk on Wednesday is a local initiative to encourage families to walk to school for their own good health and to improve the environment. As many families live close to school we would encourage you to leave the car at home at least once a week.

We appreciate this is not always possible but please support your child with this activity on a Wednesday and as often as you can.

PHONES

These are a great safety tool for our older pupils who may walk home alone. They are kept safely locked in our school office during the day so they do not interrupt lessons.

END OF THE DAY

Children finish their lessons at 3.15pm. The main gates to the site open at 3.05pm and the pedestrian gates in the reception area are opened at 3.15pm in order that you can collect your children.