

# **HESSLE MOUNT SCHOOL**

## **Information Sheet**

All children will enter and leave school by the rear entrance door, except for the Pre-School children who use their own entrance door. Children must be in their classrooms by 9.00 am (classrooms are open from 8.30 am.)

Should you arrive after 9.00 am, the rear door will be locked. Please come to the front door and ring the bell. At home time, all children will remain with their teacher by the rear door until collected by the appropriate parents or guardian. Should there be a change in the adult collecting your child, please inform the school beforehand. Any child not collected 10 minutes after the stated leaving time will be put into after-school care, for which there is a charge.

Please drive carefully in the school grounds at all times, observing the 5mph speed limit and no parking signs. Do not park across the front door, as it is a fire exit. Parking is strictly forbidden at the rear of the building. Please remember that when your child is collected at home time, he or she is your responsibility. Careful supervision is needed at these busy times.

**The school does not permit children to wear jewellery, except for stud earrings. Parents should supply sticking plasters or a sweatband to cover the earrings during PE lessons.** All children's clothing and lunch boxes must be named clearly, and only plastic bottles may be brought into school. Bottled water may be brought into the classroom each day.

Although it is preferable that children are kept at home if they are in need of regular medication, there are circumstances when it is necessary to give treatment in school. If a child needs continuous treatment you may come into school and administer it yourself, or you may give **written** notice that you require the school to administer it. Do not send your child to school with *over the counter* medicines, as we are not allowed to administer these. Schoolwork is not given during illness or holiday absences. An exception to this situation is if a child has been incapacitated due to a fractured limb. After any period of absence, a child must bring a written explanation from their parents upon their return to school.

School reports are issued at the end of the Summer Term and Open Evenings are held as follows:

<b>Reception</b>	during Spring Term
<b>Year 1</b>	during Spring Term
<b>Year 2</b>	during Spring Term
<b>Year 3</b>	during Autumn Term

We run a one week Easter holiday school and a three week Summer holiday school. This runs daily from 8.00 am to 5.30 pm, and is booked in advance.