



Monkton Farleigh	Atworth
8.20am – gates open	8:35am – gates open
8:30am – children line up in the playground and are taken to their classrooms for registration. <i>NB – late arrivals, please sign in with a member of staff</i>	8:45am – children line up in the playground and are taken to their classrooms for registration <i>NB – late arrivals, please sign in at the school office</i>
8.45am – registers close	9:00am – registers close
10:15 to 10:30am – mid-morning break	10:30 to 10:45am – mid-morning break
12:00 to 1:00pm – lunch time	12:00 to 1:00pm – lunch time
1:00pm – afternoon register taken	1:00pm – afternoon register taken
3:00pm – end of school day	3.15pm – end of school day

At the start of the day

- Once the school gates are open children can come into the playground, ready for the start of the school day.
- Parents are welcome to stay with their children until the bell goes for the start of school.
- Children are responsible for putting away lunch boxes, PE kit, book bags and coats when they go into school with their class teacher and we kindly request that parents do not come through the school building.

Remember to notify us of any changes – for example, if a child is going home with a friend, or someone else is picking them up (e.g. a grandparent).

At the end of the day

- Children are handed over to parents/carers at the end of the day.
- Children taking the school bus/taxi are supervised by a member of staff
- Children attending after-school clubs stay in the building. Club-providers hand over children to parents/carers at the end of the sessions.

Late Arrivals

- Children arriving late to school **MUST** be signed in at the school office.
- Children arriving after the registers close will be marked as *late after registers closed*, which is recorded as unauthorised absence.

Appointments

- If a child needs to attend an appointment during school hours, parents/carers need to come to the school office and sign their child/ren in and out.
- Where possible, please give us advanced warning of any appointments.

Entry to the school premises during the day

- If you come into school during the school day please ring the bell at the main entrance for access.
- If you are dropping off or collecting a child, or simply dropping off forms, money, forgotten items (lunch, book bags, PE kit etc) then there is no need to sign in.
- If you are helping in school or attending an appointment, you must sign in and wear a visitor's badge.

Parking

PLEASE be aware that the traffic can get **very** busy around the school at the start and end of the day.

- Walk to and from school if you are able
- Park considerately in the area, avoiding residents' driveways.
- Monkton Farleigh parents are able use the village hall car park, which helps alleviate congestion.
- **DO NOT** park on the zigzag lines across the school entrance – it is important for safety reasons that this is kept clear at **all** times.
- Please do not drive onto the school premises to drop off or pick up your child.
- Supervise your child/ren crossing roads and do not let them play in the school car park or the entrance to the school.

CONTACT US

If you need to contact the school to notify staff of absences, arrangements for pick-up or you need to contact the school in an emergency you can:

Telephone: 01225 703026

REMEMBER – this is the telephone number for both Monkton Farleigh **AND** Atworth

Email

MF: mfreception@churchfields.wilts.sch.uk

Atworth: awreception@churchfields.wilts.sch.uk

The staff can see these emails at all times (including during lessons) and can respond to any messages from parents.

REMEMBER, KEEP US UP TO DATE!

It is essential that we are able to reach you during the school day when necessary. If you change your phone number or working patterns – please let us know straight away.

OUR DOOR IS ALWAYS OPEN

There is often a chance for a quick chat with staff before or after school. However, if you want to speak to your child's class teacher or the Headteacher about any concerns or an aspect of school practice, please arrange an appointment.

There may also be times when a child is upset or unsettled at home, perhaps because of a change in family circumstances. We would ask that if possible you discuss such issues with the class teacher or Headteacher. Any information will be treated in confidence and will enable the staff to support the children.

Should teachers wish to see you about your child's progress the school will contact you and arrange a meeting outside regular parents' evenings.

ATTENDANCE

Registers are taken in the morning and afternoon every day.

All absences are recorded with an electronic code, which is used to create your child's attendance record. If a child's attendance falls below 90%, the school is directed by Wiltshire Council to send a letter home to parents.

Authorised absence

The following absences are coded as authorised:

Illness

If your child is too ill to come to school:

- Phone or email the school by 9:00am on each morning of absence giving the reason for absence.
- If the school does not receive a phone call or a note, we will contact you to request a reason for absence.
- If we do not receive a reply to the reminder, the absence will be recorded as unauthorised.

Medical appointments

If your child has a medical appointment, please notify us **in advance** in person, by phone, or by email giving the date of the appointment and the time they will return to school/need to be picked up.

Other planned absence

Please fill in an [Absence Request Form](#) (available on request from the school office) for:

- External examination: e.g. music, ballet
- Visit to new school
- Funeral of close family member (at Headteacher's discretion)
- Wedding of close family member (at Headteacher's discretion)
- Family emergency (at Headteacher's discretion)
- Holiday for children of parents in armed forces personnel on leave from active service (written confirmation required)

Unauthorised absence

The Headteacher may authorise absences in special circumstances. If your reason for requesting leave falls outside of the above criteria but you believe there are exceptional circumstances for the absence, please complete an [Absence Request Form](#) giving as much detail as possible.

Please note: if requested leave, which has not been authorised is taken, it will be recorded as unauthorised absence. If unauthorised absence exceeds ten sessions (i.e. five days) in any six-month period within an academic year, the school is required to report this to the Local Authority. The Local Authority may then decide to levy a fine.

Remember, it is essential that parents inform the school as early as possible if their child/ren are not attending school.

Telephone the school office on **01225 703026** and leave a message on the Absence Line or email:

Atworth - awreception@churchfields.wilts.sch.uk

Monkton Farleigh - mfreception@churchfields.wilts.sch.uk

In line with Government and Wiltshire Council policy, we do not authorise leave for holidays during term time.

MEDICATION

- **Please note:** staff are not allowed to administer medicine that is not prescribed. We are happy for parents to come to school at lunchtime if they need to give a dose of over the counter medicine, e.g. Calpol, hay fever remedies.
- We prefer not to administer prescribed medication where doses can be fitted in outside of school hours. However, if prescribed medicines need to be administered during the school day, please hand the medication in to the office or to a member of staff, and fill out the **Administration of Medicines** form.
- Special arrangements can be made for long-term conditions where a treatment plan has been developed with the School Nursing Service.

FIRST AID

- Most members of staff have qualifications for carrying out basic first aid and this will be administered where appropriate and parents will be informed.
- Parents are always notified of any head injury that occurs at school.
- In the unlikely case of an emergency, parents are contacted immediately.

UNIFORM

School uniform is compulsory at Churchfields.

- Our school colours are grey trousers/pinafores/skirts, royal blue sweatshirts/cardigans and white polo shirts.
- Trainers are **not** to be worn during the school day, except for outdoor PE.
- We ask that children should always have a coat in school since they are frequently involved in field study activities as part of the normal day.
- No jewellery, except watches and stud earrings, should be worn at school.

PE – For Physical Education, all children need a pair of blue shorts and a white T-shirt and/or leotard, and a pair of plimsolls/trainers for outdoor activities. For swimming, children will need trunks/swimming costume and a swimming hat.

PE kit should be in school at all times as scheduled lessons may change.

Forest School Sessions – in all seasons! Children will need wellington boots, tough shoes, long-sleeved shirts and long trousers, and a waterproof. In the winter months, children will need a warm jumper or sweatshirt, warm coats, and hat, scarf and gloves. In the summer, children will need a sunhat and sun cream, but we ask that they don't wear sandals. Clothes should be put in a named bag that will hang on their cloakroom peg.

LOST PROPERTY

Misplaced items of clothing that are named are either returned to the child's peg or placed in the Lost Property box.

Remember, all items of clothing including coats, shoes and PE kit must be clearly named.

Unnamed items of uniform that are not claimed are eventually given to the PTA to sell at second hand uniform sales.

Remember – if you have any questions please ask!

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