



Our Mission and Aims

At Romsey Abbey Church of England Primary School, we provide a safe and happy learning environment where children and adults share in the joy of learning. We are aiming to offer high quality education within a Christian context shaped around our values to “walk in the footsteps of Jesus in love, trust and forgiveness.” It is our rich curriculum, alongside our distinctively Christian nature that enables us to flourish.

Our School Aims are to:

- Build a culture and ethos of support and respect, inclusive of language, ethnicity, ability and gender
- Create a healthy, safe environment through relationships, resources and opportunities which are accessible to all
- Provide a broad and balanced curriculum, which challenges your child to reach their potential and fulfils the requirements of the National Curriculum. Our learning environment inspires, achieves the highest standards, creates a spirit of adventure and reflects culture and community to build confident and independent learners
- Strive to build systems of communication that ensure all members of the school family have opportunities to contribute ideas and knowledge that will be valued
- Encourage your child to show friendship and respect for others and to abide by the school behaviour policy: ready, respectful and safe
- Keep you informed about your child’s progress
- Set regular and appropriate homework for your child
- Make you feel welcome whenever you visit the school and respond to your questions or concerns as quickly as possible
- Allow children safe and secure use of the Internet.

All Parents or Guardians will:

- Positively support the school and share our success and good news in the community
- Ensure your child attends school on time every day during term time – this is crucial in supporting their progress, achievement and mental wellbeing
- Notify the school by email or telephone in the event of absence
- Support the school’s policies and guidelines on learning, behaviour and uniform
- Attend parent/teacher meetings to discuss your child’s progress
- Support your child with reading and homework
- Keep us informed of where to contact you in case of emergency and inform us of any change of address
- Let the school know when you have any concerns that may affect your child’s learning, behaviour or happiness at school
- Support the school in the teaching around keeping children safe and safety online
- Adhere to the school’s Parent and Carer Code of Conduct including the requirement for all parents to be dressed appropriately, and to behave appropriately when coming onto the school grounds
- Speak to the school if you have any concerns about your child or need to clarify any issues.



All children will:

- Read regularly at home, and practice spellings and times tables or number facts every week
- Follow the school rules: Ready, Respectful, Safe

Drop Off and Collection Information

OUR SCHOOL DAY

- Gate opens **8:40am** and closes at **8:50am**
- Registration closes and lessons begin at **8:50am**
- End of school day **3:15pm**
- This equates to **32 hours** and **30 minutes** a week.

KEY PRINCIPLES

- Class Teachers are responsible for the orderly dismissal of pupils from their classrooms
- Class Teachers must be sure that pupils' leaving arrangements are SAFE
- Class Teachers will not allow children to leave with unknown persons
- Where changes to a child's normal pattern of home time occurs, the school must to be informed by the parent on or before the day
- Where a person other than a child's parent is collecting a child from school, the school must be informed in advance
- When children start in Year R parents need to make the teacher aware of who will be collecting their child
- Where a different to usual person is sent to pick up a child – school must be notified in advance; the Class Teacher will not release a child to an unknown adult or to another parent
- There is an expectation that parents will collect their child promptly at 3:15pm. If parents are late then the child will be placed in After School Club and there will be a charge incurred.
- Late collection is monitored by our Family Support Worker
- Parents should ensure that pupils are not left unattended on the school site prior to drop off and after collection.

DROP OFF

- The school day starts at **8.40am** when children come into school. The gate closes at 8:50am and all pupils must be in school by this time
- Registers are taken by **8:50am** and your child will receive a Late mark ('L') if they are not in by **8:50am**
- Children arriving after **8.50am** are required to come into school via the school office. If accompanied by a parent or carer they must be signed in with a reason for their lateness. This information is recorded.



- At **9.20am** (30 minutes after the start of the school day) the registers will be closed. In accordance with the Regulations. If your child arrives after that time, they will receive an Unauthorised Absence ('U') mark, indicating that they are on site ('U'), but not present at registration.
- The Headteacher and Family Liaison Officer will monitor lateness. They will offer support where appropriate. However, parents who persistently drop children off late despite support from school will be referred to the County Attendance Team.

COLLECTION

- End of school day is **3:15pm**
- Staff will release children at **3:15pm** from their respective doors to a responsible person that is known to school
- **KS1** children will only be released to a sibling over **16 years of age** with prior notification to the school
- **KS2** children may be released to a sibling of **secondary school age** with prior notification to the school
- Teachers will dismiss pupils from their classrooms into the charge of a recognised parent, carer or responsible adult who is accompanying the child to their home
- Staff will hold the children at the collection door until they see the appropriate adult
- Children in Years 5 and 6 are only allowed to walk home alone with written permission from parents and agreement from school Senior Leadership Team that it is appropriate and safe to do so
- In addition, teachers will risk assess with the Senior Leadership Team individual circumstances where extra supervision is thought necessary
- If a child is not collected by 3.15pm the Family Support Worker will be notified and parents will be contacted. The expectation is that parents collect at 3.15pm unless there is an extenuating circumstance
- Regular late collection may result in school not allowing a child to attend an After School Club
- Children will not be released from school if either the child or the person collecting are showing signs of distress or anxiety
- Children will not be released if the teacher feels that the parent is not in a fit state to ensure their child's safety. This will be immediately reported to the Designated Safeguarding Lead in school.
- All late collections will be monitored and logged, and where applicable the Late Drop Off and Collection Protocols will be implemented.

OTHER INFORMATION

- Whilst we recognise that there are occasions where parents are delayed through no fault of their own e.g. traffic congestion. Children that are not collected on time will be placed into After School Club and there will be a charge incurred. The Senior Leadership Team feel that this will reduce the stress and pressure on parents rushing to school, as you know your child will be looked after safely until you can collect them
- As a school, we provide a bookable afterschool facility that is available to look after your child if you cannot collect your child or children on time
- The Senior Leadership Team feel it is important that all parents are aware that at **3:15pm** all Teaching Assistants finish work and Teachers have a range of important other commitments – from meeting with parents, running extra-curricular clubs, staff training, marking books and attending meetings. **They are not available** after school to look after the children.

Romsey Abbey Church of England Primary School Home/School Agreement



- In Y5/6 parents can if they wish request that pupils walk to and from school. The Senior Leadership Team will consider location of the child's house from school, roads that will need to be crossed, any special needs the children might have, the time of the children leaving school – for example in the winter it is dark after extra-curricular activities.
- In the event of a child not being collected from school and the school not being able to contact parents or emergency contacts, after **60 mins** the school will follow its child protection procedures - the police and social services will be informed.

As Parent / Carer / Guardian of [Child's Name] I agree to the rules and principles set out in the Romsey Abbey Church of England School Home/School Agreement.

Signed: (Parent, Guardian or Carer)

Date: