

Starting School

**Your child is just about to start Benington Primary School.
We want to make this as easy and enjoyable for both children and parents.
We hope this information will provide valuable help and guidance.**

The School Day:

Timings:

Breakfast Club: 7.45am – 8.45am

Arrival: 8.45am – 8.55am (doors close at 9.00am)

Registration: 8.55am (registration closes at 9.00am)

Lunch: 12.00pm - 1.00pm

School Finishes: 3.15pm

After School Club: 3.15 – 5.30pm

Start of the Day:

Classroom doors are opened at 8.45am by your child's class teacher; small issues can be discussed when you drop your child off. However, we would ask that you make an appointment if you have a more complex issue. The teaching staff are also available to speak to at the end of the day.

Due to the nature of Benington's location, traffic in the morning can get quite backlogged. Parents are encouraged to park away from the school and to walk the remaining distance. We recommend that you use the Village Hall car park.

Dogs:

For health and safety reasons we ask that dogs are not brought onto the premises.

Office Hours

Before 8.30am	Answer-phone on only. Office closed. If your child is unwell you may leave a message as all messages are passed on.
8.30am	Tina or Janet are in the office and can deal with any enquiry. If either is unavailable, please leave a message on the answer-phone.
2.30pm	Answer-phone on

School Meals

All school meals must be paid for in advance at the beginning of each half term upon receipt of a letter informing how much is owed. You can also pay on-line using Parent mail, which you can access via the school website, or use the Parent mail app.

Absences

If your child is unwell, please call the office before 9.10am on each day of absence. If we do not hear your child's absence will go on the register as being unauthorised and continued absence will be referred to the County.

Information

Important information will be relayed to you via parent mail or by school newsletters and these will be placed in your child's book bag.

Parent Mail

Information is now sent out via Parent Mail as Benington School is committed to reducing its carbon footprint.

Birthdays

Children who have birthdays on school days often like to bring in a small treat for each child in the class, which can be given to the teacher for safekeeping until the end of the day. We also like to encourage children to donate a book to the school instead of bringing in sweets. This will then have a plaque placed inside saying when it was donated, who by and how old they were.

Water

Pupils should bring into school a clearly named water bottle daily to ensure that they keep their brains hydrated. It must be taken home every night for refilling.

Sun

We have a clear sun smart policy. The following information is an integral part of it:

Children will

- Be encouraged to wear suitable clothing that does not expose too much skin to the sunlight
- Be asked to bring to school a hat for protection (preferable legionnaire style)
- Wear t-shirts for our sports and PE activities, not vests

Sunscreen

- Children's skin should be protected by sun blocks that are suitable and long-lasting. Plenty should be applied before coming to school
- Children may bring sunscreen to school (clearly named), providing they are sensible with it and know how to store it in their bag to prevent spillage
- They should not apply it to another child

Governors:

A list of current governors is shown on our website. They meet regularly and once ratified, copies of minutes are available from the office.

After School Clubs:

Our list of after school clubs changes each term. A letter will be sent out at the beginning of each term outlining different clubs on offer, the cost and number of places. Clubs are provided for Key Stage 1 or Key Stage 2 children. We do not offer after school clubs for Reception age children because it is felt that the day would be too long for them.

Website:

We have a school website:

<http://www.benington.herts.sch.uk>

Please take a look!

You can also find more information about schools and the role of governors on:

<http://www.thegrid.org.uk>

Celebration Assembly;

Every other Friday afternoon the school gathers together to celebrate the successes and learning of all members of the school community. Parents are invited to join us for this celebration. If you have a pre-school child they are welcome to attend, but if they become noisy or disruptive we do ask that you take them out.

I've got a Problem!

We try very hard to ensure that your child gets the very best education we can provide, but we are aware that sometimes you may feel unsure or unhappy with things – what should you do?

In the first instance, please speak to your child's class teacher as they will know your child very well. Often misunderstandings can be cleared up with a quick chat. If you feel that you need to take the matter further, please speak to Mrs Beaven (Deputy Head Teacher) who will be able to investigate further.

If you feel that the issue still has not been resolved, please make an appointment to speak with the head. Although the head operates an 'open door' policy and is happy to speak with parents if she is available, it is better to make an appointment through the office.

We welcome both positive and negative feedback from all members of the school community and, where appropriate, make changes to school life based upon this information. We are constantly striving to improve and evolve, so please offer your constructive advice.

Most importantly, please speak to us about anything you are unhappy about.