

## THE SCHOOL DAY

**Morning school starts at 8.50am.** It is advisable for the children to be in the playground a few minutes before 'lining up' time as this helps for a settled start at the beginning of the day.



Punctual arrival in the mornings helps children value punctuality, and avoids disruption for the rest of the class.

If your child is going to be late please phone the school to let us know; this must be before 9.10am if you wish to have a school meal ordered for them. It is particularly important that you phone school if your child walks to school by themselves and they are going to be late.

If children arrive late they must be taken to the school office and signed in.

**The school day ends at 3.20pm.** Parents should wait in the playground for their youngest child. Children are dismissed from their classrooms in the infant playground and teachers bring the older classes out to the junior playground.

## SUPERVISION

We are unable to provide supervision in the playgrounds before 8.45am or after 3.35pm and the school cannot accept any responsibility for children who are on the premises outside these times. Should children be left at school after 3.35pm, they will be asked to wait outside the office. Please phone us if you are aware you are running late.



We run a breakfast club between 7.50-8.50 each morning at Christ Church. Please ask the office for details and costs if you would like your child to attend.

We provide a free escort service from Christ Church to New End School and Hampstead Community Centre after school clubs. Parents wishing their children to join these after school clubs must register separately with them - forms and details are available from our school office.

We run a range of after school clubs at Christ Church each term until 4.30 each day (e.g. French, Cross Country, Football, Art). A letter containing details and costs for after school clubs is sent home each term.

## ABSENCES

The reason for all absences (for illness or any other reason) should be given in writing when the child returns to school, as full records need to be kept.



It is helpful if you phone the school office to notify us of any absence on the day, as it helps with class organisation. However, a note/email when children return to school is still required. If your child walks to school by themselves it is essential that you notify us if they are not coming into school. It is also essential that you let the school know immediately if your child has a contagious illness.

If your child has an appointment for treatment, please send in a letter the day before. A child is not allowed to leave the school premises during the day unless collected by a parent or a designated adult and 'signed out' in the school office. Please try to arrange all appointments outside school time.

Parents are expected to arrange holidays during the school holidays. If you are thinking of taking a holiday in term time please think carefully about the effect it will have on your child's education and friendships. There is no automatic right to take leave in term time and it is only under exceptional circumstances that leave will be authorised. Parents must make a written request to the head teacher as far in advance as possible. The Government is looking for at least 96% attendance from all children which allows for a total of only 7 days absence for any reason, including illness. Please help to support the school and your children in this by thinking carefully about your holidays.

## LATENESS

Punctuality is very important.

- The bell rings at 8.50 and the register is taken by 9.00. Learning starts straight away at 8.50am.
- If your child arrives late after 9.10, this may be recorded as an unauthorised absence. Eight or more unauthorised absences in an eight week period can result in a penalty fine for parents.

## MEDICINES IN SCHOOL

As a general rule, children on short term medication should not be in school. If children need medication whilst at school, this must be handed in to the office by an adult in a container with a prescription label stating the child's name (with clear instructions). A permission form (available from the office) must be completed by parents before staff will administer or supervise the administration of any medication. Please also inform the class teacher. In many circumstances it may be necessary for a parent or carer to come into the school to administer the medication.



Children who have long term medical conditions (including allergies and asthma) require an up-to-date Health Care Plan in school. We ask that these are reviewed and renewed every year.



Inhalers may be handed in to the class teacher in KS1, and children in KS2 may take responsibility for their own inhaler with permission from a parent or carer. We have an emergency inhaler in school which can be administered only to children with diagnosed asthma and for whom we have parental permission. Please refer to our Medical Conditions Policy (available on the website) for more details.

## ILLNESS

If children fall ill during the day, the school will telephone parents or nominated carers as soon as possible.

Children are not expected to come to school unless they are fit to take part in all the activities in the whole school day.

No child should come to school within **48 hours** of suffering from vomiting or diarrhoea to prevent spreading infection.

## EMERGENCIES

Our first aiders will deal with minor cuts and bumps. Please let us know if your child is allergic to plasters. We may telephone you to let you know if your child has bumped their head and we will let you know if your child receives first aid treatment of any kind, often with a note at the end of the day.



If there is a serious accident, we will contact a carer immediately, and if necessary will arrange for an ambulance to take your child to hospital with a member of staff. It is therefore vital that you keep the school informed of any changes of phone numbers of all nominated emergency contacts.

## FOOD AND DRINK IN SCHOOL

A healthy cooked lunch is available for all children in the school. These need to be ordered on a half termly basis.

There is a wide choice of food, including vegetarian meals, and fresh fruit as an alternative to pudding.

Lunch money can be paid online or cheques/cash can be sent directly to the school office each half term. Cheques should be made payable to Christ Church School. The online payment system is updated by the end of the first week of each half term and parents are asked to make payments by the end of the second week each half term. Please contact the office if you have any queries about the online payment system.

Parents may find they are eligible for free school meals. Information about eligibility is available from the school office. It would be helpful if eligible parents register for free meals, even if their child does not want to take them as this impacts on the school's funding. Occasionally there are times when you may be eligible for other benefits if you are already registered.



Pupils may also choose to bring in a healthy packed lunch, which is eaten in the hall when the other children are eating their school lunches. Sweets and block chocolate are not to be part of a packed lunch, and we ask that the children should be able to organise eating their own food (no difficult to open containers or squeeze tubes, please).

Changes between school lunches and packed lunches can be made at the beginning of each half term, but the office needs one week's notice at the end of the previous half term.

Fresh water is available in school. Children are provided with a named school water bottle each year which they keep with them in the classroom.



Infants and juniors are provided with fresh fruit for morning break each day.

Chewing gum and nut products of any kind (including pesto and Nutella) are not allowed in school.

Please do not send in food or gifts for special occasions such as birthdays.

## HOUSES AND REWARDS

The school is organised into 4 houses, named after famous residents who lived in the parish of Christ Church.

They are: Bliss (blue), Constable (green), du Maurier (yellow) and Stevenson (red).

House points are awarded for a variety of reasons e.g. responsible behaviour, good work, being helpful, bringing work set or letters back to school on time etc. If a child gets 7 or more house points in a week they are given a special sticker by the head teacher on Friday. Each week children in each class are also given a golden certificate for extra special effort or achievement. There are also Lunch Time Supervisor awards given out each week and daily class awards.

## SCHOOL UNIFORM

Christ Church School has a school uniform which should be worn with pride by all children in the school. The basic colours are red tops and navy-blue bottoms. All children need to have a red t-shirt and top (preferably with the school logo) to wear when they are going on a school outing - for easy identification.

### WINTER UNIFORM.

- Navy blue trousers (not jeans) or jogging bottoms for girls and boys (and navy blue skirts or tunics for girls as well).
- Plain red jumpers or cardigans, school sweat-shirts\* or fleeces\*.
- Socks or tights in plain red/white/navy-blue.
- White shirts\* or blouses
- Sensible shoes (not boots) of black or navy. [They should be plain, single coloured and with dark laces when appropriate].



### SUMMER UNIFORM.

- As winter, plus navy blue shorts.
- Girls may wear red/white checked dresses.
- If the children wish to wear t-shirts, they should be PLAIN red or white, or with the school logo\*
- Open-toed shoes are not allowed for reasons of health and safety.
- Red caps\*

### P.E. KIT



All children are expected to change for PE. They will need:

navy shorts or tracksuit trousers,  
grey t-shirts\*, plimsolls or light-weight trainers  
and spare socks (for girls wearing tights), hoodies\* for Y5 and 6 only. Kit needs to be kept in a drawstring bag.\*



### JEWELLERY

Jewellery is not allowed with the exception of watches, which remain the responsibility of the child. For health and safety reasons, children with pierced ears must only wear studs.

*\*these uniform items are available from the school office with the school logo*

## USEFUL ADDRESSES AND CONTACTS

School phone number      **020 7435 1361**  
School website            [www.christchurchschool.co.uk](http://www.christchurchschool.co.uk)  
School email                [admin@cchurchnw3.camden.sch.uk](mailto:admin@cchurchnw3.camden.sch.uk)

The offices are staffed from 8.40-3.55pm and messages can be left on the school answerphone outside these times.

- The local authority, which provides education for children in Camden, can be contacted at:  
Camden Local Authority  
5 Pancras Square  
London  
NIC 4AG  
tel: 020 7974 1525
- The London Diocesan Board for Schools, which supports us as we are a church school can be contacted at:  
London Diocesan Board for Schools  
36 Causton Street London SW1 4AU  
tel: 020 7932 1100
- The Vicar, Rev Paul Conrad, can be contacted on 020 7435 6784
- The school nurse can be contacted through the school office
- All correspondence for the Chair of Governors and other school Governors can be left with the Clerk to the Governors, via the school office. Governors can also be contacted by email at [governors@cchurchnw3.camden.sch.uk](mailto:governors@cchurchnw3.camden.sch.uk)

### INSURANCE and PROPERTY

The school does not provide cover for personal accidents to pupils e.g. a disabling accident during sports, except in cases of proven negligence by the local authority or the governors. Parents need to arrange their own cover.

There is no insurance to cover personal effects and the governors accept no responsibility for loss or damage of any valuable items, (including musical instruments, spectacles, scooters, bicycles or money) which are brought on to the premises. We discourage children from bringing anything valuable into school, this includes mobile phones, electronic toys etc., since they can become lost or damaged and can provide temptation to others. Please secure bikes or scooters left in the school racks.

Please label everything that children bring in to school including all clothes that may be removed for PE.

