

# Extended day services, Outings, Personal items

## MARYLAND CHILDREN'S CENTRE

Maryland Family Centre, a separate building on the school premises, is an outreach centre for Kay Rowe Children's Centre and provides a wide range of free activities and support for families with children age 0-5 and residents of Newham. For example:

- Baby group, *Stay & Play*
- Health clinics & nutrition advice
- Cache childcare courses
- Educational visits
- Family support sessions - advice about parenting, referrals to specialists e.g. Speech and Language
- Information & Advice Group - Interview skills, CV workshops, support with housing & tax credits
- Coffee Mornings & Afternoon Tea - Socialise and learn new skills e.g. flower arranging & crochet
- (located at Kay Rowe) Childminders' network & surgery.

The Centre is open Mon to Fri, 8am to 5.00pm Tel 020 8534 8351 (8am-4pm during school holidays)

## SCHOOL FRIEND and WRIGHT EDUCATION

Provides care for children from 5 to 11 years of age from 8am-8:55am and 3:15pm — 6pm daily, including during some school holidays. Breakfast and dinner is provided as part of the care offer. Separate brochures are available on request. Tel 08715 267158

## AFTER SCHOOL CLUBS / HOLIDAY CLUBS

Throughout the year a variety of after school and holiday clubs are offered which include booster sessions and sporting activities. As we have to source outside providers there maybe a cost for your child/ren to attend.

## EDUCATIONAL VISITS

Parents need to be aware that once children are in school their teacher is responsible for them and may in the course of class activities take them out locally e.g. to the local park or shops.

During the year educational visits are organised as part of the school curriculum. You will receive prior notification for longer visits which may involve using public transport, leaving earlier or arriving back late, giving you details of the visit (e.g. lunch requirements, times and costs etc).

Your permission will be obtained for all visits outside of the normal school day.

## PERSONAL BELONGINGS

The school cannot take responsibility for the damage or loss of any personal items used by children in school or while out on an educational visit. Children may bring skipping ropes and soft sponge balls marked with their names. On the last day of term, we often have the afternoon for playing with toys from home. When we do this, we do not allow pupils to bring in electronic, digital or mechanical toys. Other than those days, toys and games must not be brought to school as they get lost, broken and can cause arguments. Pupils bring in these items at their own risk. Occasionally a teacher will request that children bring items from home in connection with a topic being taught in school. These items will be treated as part of the items for work and will not be for children to play with. Money should not be brought to school unless it is for books, outing money or special collections. In these circumstances the money should be wrapped and labelled with the child's name and handed to the class teacher at the beginning of the day. School bags of a sensible size (to fit on a coat peg) must be labelled and only brought to school if absolutely necessary, e.g. to carry PE kit, library books and so on.

No items may be brought to school for swapping with friends.

**MOBILE PHONES may only be brought to school with parental agreement, by children who have to travel home alone by public transport. The phone must be given to the teacher at the beginning of the day. The teacher will lock the phone away during the day. Mobile phones found in children's possession will be confiscated and returned only to the parent.**

Year 6 have lockers to safely store personal items. Children pay a small sum in order to secure a locker for the year. There is a charge for lost keys.

## BEHAVIOUR MANAGEMENT

The school has a very strict behaviour policy. We set boundaries between acceptable and non-acceptable behaviour for all stakeholders, pupils, parents and staff. Reward systems are in place to reward acceptable behaviour in the school; an example of these is the house point system for good conduct, good work, kindness and effort etc. Unacceptable behaviour is dealt with promptly, recorded and tracked via robust monitoring system within the school. Detentions are examples of sanctions given for poor behaviour. Parents may get copies of our behaviour and anti-bullying policy from the school office or view it on our website. Also, our complaints procedure may be seen elsewhere in this pack.

## CODE OF CONDUCT FOR ADULTS

At Maryland School we aim to develop home-school partnership through an ethos of openness, and harmony, where staff and parents/carers model socially acceptable behaviour for pupils. The Governors and staff of the school request that all adults, whilst on school premises, follow the Code of Conduct below.

### All persons visiting the school must:

- Report to the school office in the first instance except when bringing children to or collecting from children for school and refrain from using the internal spaces as a thoroughfare.
- Adults who are in breach of this will be asked to leave the premises. Refrain from shouting or using foul or aggressive language at any time. Staff may respond to such behaviour by offering another opportunity to meet and then remove themselves from the situation. We expect adults to approach staff, including office staff, in a calm and polite manner.
- Refrain from aggressive or threatening behaviour (verbal or physical abuse).
- Adhere to the LA's and the school's Equal Opportunities Policy (which promotes good community relations).
- Follow the correct procedure for complaints in all instances (as set out in the Parents' pack and on website). Do not confront pupils or parents if you have a cause for complaint, but report to a member of staff immediately.
- Not communicate with pupils through the fence at any time. If you wish to speak to your child you must come into school.
- Adults should refrain from 'telling off' other people's children.
- Control and supervise children who are in your company until the bell rings (adults will be held responsible for damage caused by their children).
- Ensure that you and your children follow the rules of the school (e.g. "no hitting back" rule) and our behaviour policy. Parents' pack and website.
- Never remove a child from the premises during the school day without the permission of the Head Teacher/Senior/Office staff.
- Follow the rule which states that dogs, go-karts, roller skates, roller blades, wheel trainers, skateboards and scooters are not allowed to be ridden on the school premises.  
Children who have passed their cycling proficiency test may cycle to school and keep their bikes in the bicycle shed. Parental permission must be given in writing. No other bike riding is allowed on school premises.
- Not smoke on the premises or near the gates of the school.
- Not spit on the school premises.
- Not drop litter on the school premises or on the street surrounding the school.
- Not engage classroom staff in conversation during lesson time (includes registration time from 8.55am), but ask for an appointment instead.

### ADDITIONALLY:

Parents are not permitted to park in the staff car park or on yellow lines outside the school.

**Please keep your contact information up to date with the school office. If adults flout the above rules or deliberately oppose them then this may result in that person having restricted access to the school. Adults behaving aggressively may be handed a "yellow card" offering an appointment time and explaining that the staff member will not enter into an argument. Racist incidents are reported to the local authority whether they involve children or adults. In extreme circumstances, the police will be called to evict an aggressive adult from the school.**