

Extended day services, Outings, Personal items

MARYLAND CHILDREN'S CENTRE

Maryland Children's 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 Teas - 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 7:30am-8:55am and 3:15pm — 6pm daily, including during some school holidays. Breakfast and evening snack is provided as part of the care offer. Separate brochures are available on request.

School Friend, tel 08715 267158 and Wright Education, tel: 07852137462

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 may have to source outside providers there may be 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. You will be asked to give permission during your admission interview.

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 whilst 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. 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. The phone must be given to the teacher at the beginning of the day. The teacher will lock the phone away during the day. 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

BEHAVIOUR MANAGEMENT

The school follows a 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. Time out is an 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 or Children's Centre office in the first instance except when bringing children to or collecting children from school. Children should be dropped off to their classroom (external door) 8.55am and picked up 3.15-3.25pm latest. The school gates open from 8.30am. Parents are welcome to stay with their child until 8.55am.
- Do not enter the internal areas without permission or supervision by school staff.
- After 3.45pm visitors with no school business will be asked to leave the outside premises in order to secure the playground for pupils' after school activities.
- Do not communicate with pupils through the fence at any time - do not call out to them or pass any items through the railings. If you wish to speak to your child you must come into school and ask permission.
- Never remove a child from the premises during the school day without the permission of the Head Teacher/Senior Leadership Team /Office staff. All children, once registered, are in the care of the school (in loco parentis).
- Parents, visitors and carers must not engage classroom staff in conversation during lesson time (includes registration time from 8.55am), unless the staff member has requested this or are arranging an appointment
- Parents are not permitted to park in the staff car park without permission, unless using the Disabled parking space, or on yellow lines outside the school.

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 copy of the school Adult's Code of Conduct. 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.

The school hopes that parents and other adults visiting the premises will support staff in encouraging good behaviour, politeness and good manners in the children equipping them with good social skills for the future.