



School calendar

The school calendar has been updated for the year and you can now see the events that will be taking place on the school website. These dates should not change, but we may add additional dates throughout the year as necessary. However, in the unfortunate event that something needs to change we will let you know the alternative arrangements as soon as we can.

Stay and ... sessions

This year we will be having 'Stay and ...' sessions. This is an opportunity for parents to understand how the children learn by coming in and experiencing the learning alongside the children and completing an activity with them. The sessions will take place on a Friday morning and afternoon and each class will have two 'Stay and ...' sessions in the year. All of these are already scheduled in the calendar and the first will be Stay and Read. Look out for your invite from the children.

Website

The new school website is currently being updated in preparation for the launch. We are hoping to have this launch mid-September. Watch this space!

Meet the teacher

You will all have the opportunity to meet your child's teacher on Tuesday 10th September after school. Please collect your child as normal, you will then be escorted to the classroom by the teacher so they can share information about the year with you and answer any questions you may have.

Home School agreement

The school's new home school agreement will be sent out next week. Please ensure you read through and sign to say you agree. We would like all agreements back by Friday 27th September.

Office hours and messages

The office hours are 8:30am-4pm. During these times you can contact us in person, by phone, in writing or via email. Office emails will be monitored periodically throughout the day, therefore any urgent messages need to be phoned through or given in person to the school. The office has monitors who deliver messages to classes at 10:30am and 12:30pm. If you have a message for the class please make sure these are given to the office by 12:15pm. Unfortunately, we cannot guarantee that messages received after this time will be passed on; this includes changes to collection of a child at the end of the day.

KS2 Stationery

All children in years 3, 4, 5 and 6 need to come into school with their own stationery. Please make sure this is topped up and replenished as needed but especially at the end of each half term. The school has asked for all children to have specific handwriting, whiteboard and purple pens. Details of these can be found on the school website and can also be purchased from school on the playground at the end of the day on Mondays, Tuesdays and Thursdays. All children need to have the correct stationery in school by Friday 13th September.

Uniform

Please make sure your child comes to school in the correct uniform each day. For copies of the uniform policy please look on the website. Children with long hair must have it tied back at all times during the school day (the correct colour hair bands are plain white, green or black). If this is not the case, they will be provided with a hair band to tie it back. Children are only allowed to wear stud earrings in school. For PE, children need to either remove their earrings before school or just before the PE lesson. We no longer allow tape to be put over earrings. Every child needs to wear school shoes, trainers are not part of the uniform policy and any child who wears trainers to school will be asked to change into school shoes or plimsolls and you will be asked to provide them with school shoes for the next day.

Class assemblies

Class assemblies are on a Thursday at 9:00am. They are on a rota basis and you can see when your child's class assembly is on the school calendar.

Birthday celebrations

Children can bring in individually wrapped cakes and sweets for their birthdays that do not contain nuts. They will be handed out at the end of the day and the children will be told they are not to be eaten until they are off site. It is the parents' responsibility to decide whether the item is suitable for their child.

Tissues

Donations of tissues are requested each term from parents. Please send them in with your child at the beginning of term.

PE Kits and Forest School Kits

PE kits are expected in on a Monday and can be taken home on a Friday to be washed. It is extremely important that all children take part in PE, so they need their kit in school every day. If your child does not have their PE kit in school on 3 occasions, we will ask you to come in and meet with a member of staff to explain why this has happened. Forest school kits need to come in at the beginning of each half term and will be sent home at the end of the term to be washed.

Parent forum and FRoGS

Every school relies on the support, positivity and engagement of the parent body and community. With this in mind we will be focussing on strengthening parental engagement this year. So we are looking for volunteers who will be interested in running a new parent group, to raise funds for the school and support the parents with school communication. If you are interested please email the school office who will pass your details onto Mrs Nowell and myself. This is a fantastic opportunity to support the school community.



SOFT START / Beginning of the day - The school operates a 'soft-start' each day: Children in Reception, year 1 and 2 filter into the building between 8:40-8:50am with a registration at 8:50am prompt. Children in years 3, 4, 5 and 6 filter in to the building between 8:35-8:45am with a registration at 8:45am prompt. Nursery children can be dropped off at the Nursery doors at 8:30am and collected at 11:30am for the morning session.

Collection at the end of the day – the procedures for the dismissal of children at the end of the day are as follows...

- We will only release a child to persons on the child's contact list as provided by the parent/carer on the admissions form when they joined the school, or on updates given to us.
- If you would like your child collected by an older sibling, relative, friend or neighbour we require written notification and permission for this, including the person's name, age and contact information, so that it can be recorded on SIMs.
- We only dismiss children in years 1-6 to persons over the age of 14.
- We only dismiss children in Reception or Nursery to persons over the age of 16.
- Children in **year 6 ONLY** will be released from class in order to walk home alone or to meet a parent at the school gate if we have written permission for the child to do so.
- Year 6 children released from class to walk home alone or meet their parents/carer at the school gate, may collect siblings in year 5 if written permission is received from the parent/carer as detailed above
- Year 6 pupils are **not allowed** to collect siblings, neighbours or friends from Reception or years 1, 2, 3 or 4.

In an emergency if you need your child collected by another adult not on the contact list, please make sure you have called the office before 12:15pm in order to allow for your message to be delivered.

If you are not in the playground to meet your child/ren at the correct time, the teacher will keep them for 10 minutes. If you have still not arrived, they will be taken to a member of staff in the cloud room who is in charge of late collection. They will supervise your child/ren until 3:30pm and then escort them to the office where a phone call will be made. The school is sympathetic towards occasional latecomers, but will charge parents who are habitually late collecting their child.

Only year 6 children who will be walking home alone may bring a mobile phone to school, it must be handed in to the school office in the morning, clearly labelled and collected at the end of the day.

Who to contact when

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

Email: officeemail@ruislipgardensschool.co.uk. Put the subject and the name of the relevant member of staff (from the list below) in the subject line. We'll forward your email on to the relevant member of staff. Remember to check our website first, much of the information you need is posted there.

| I HAVE A QUESTION ABOUT... | WHO YOU NEED TO TALK TO |
|-----------------------------------|--|
| Class activities/lessons/homework | Your child's class teacher |
| Payments | School office/Mrs Nash or Finance officer |
| School trips | School office/Mrs Masterton or Mrs Stockwell |
| Uniform/lost and found | School office/Mrs Thompson or Mrs White |
| Attendance | If you need to report your child's absence, call: 01895 632895 |
| Behaviour | Your child's class teacher |
| School events/the school calendar | School office |
| Special educational needs | School office/Miss O'Neill or Mrs Wilson |
| Before and after-school clubs | School office will pass on information to Smarty's |
| Hiring the school premises | School office/Mrs Nash |
| The PTA | School office/Miss Maitland or Mrs White or Mrs Nowell |
| The governing body | School office/Mrs R Wilson (Clerk to Governors) |
| Catering/meals | School office/Mrs Lister |