

Additional small brown envelopes should be kept by the class teacher in the event that children bring in 'loose' money. Each envelope should be labelled with the child's name, class, date and amount of money before sending to the school office.

Movement/Journeys Around The School

Children must always ask their teacher's permission to leave the classroom.

Walking quietly around the building is strongly promoted, keeping to the left of the corridor. Children are always encouraged to open doors for adults and each other, which should be modelled by ALL adults. Children should be actively praised for this politeness.

Class teachers or assistants will be sent for at the end of assemblies in order that they may accompany the children back to their classroom.

ALL children will be accompanied by a class teacher or Learning Support Assistant as they walk from their classroom to the dinner hall.

The children are to be encouraged to wash their hands before going to the dinner hall.

In Assemblies

The children are expected to come into and leave assemblies in a very quiet, smart manner. During assemblies the children are encouraged to be on their very best behaviour. A whole school 'Star Award' system is in place to promote and reward this expectation.

Playtimes

Playtimes are considered to be an important learning part of the school day.

There are at least three staff on duty in the playground during morning breaks and two at afternoon KSI playtimes. Key Stages are encouraged to mix, but with the older children being considerate and sensitive to the younger members of the school.

Playground rules for safe, acceptable behaviour are made explicit to all the children and displayed outside.

Children are provided with a selection of games, equipment and balls. Football is only to be played in one designated area of the playground or on the school field when it is in use. One member of staff must be on duty close to the football game.

Instances of inappropriate behaviour are to be dealt with promptly and appropriately, following the school's *Behaviour Policy*. Support for the teacher on playground duty is always available from either the Headteacher or senior members of staff.

Playground accidents are reported to the school office and first-aid administered, where appropriate, by a designated first-aider. All members of the Learning Support and Administrative Team are Emergency First Aiders. If required, an entry is made in the Accident Book. Parents must be informed of accidents and injuries of a serious nature.

A text message is sent to inform parents when 'bumped head' notes are being sent home, however parents should be 'phoned immediately should any injury of concern occur to the head.

For health & safety implications it is felt that all children should remain outside at playtime, unless supervised by an adult.

At lunch-times the Lunchtime Supervisory Assistants are on duty in the playground in zoned areas to ensure complete coverage. They are under the direction of a Senior Supervisory Assistant.

In instances when it is 'wet play' the children remain in classrooms with adult supervision, supported by Y6 Prefects. At lunch play they are to remain in classrooms and are supervised by Supervisory Assistants supported by Prefects.

In summer, when conditions permit, the children may use the school field during playtimes. Supervision will be provided accordingly, with at least one member of staff positioned nearest to the Hunter Road fencing / by the pedestrian gate.

Dinner Hall/Lunch-Time

We encourage

- independence and self-reliance
- good table manners and entertaining conversation
- sensible, considerate behaviour

Reference should be made to the Lunchtime Supervisory Assistants Job Description.

At various times of the year, children in some age-groups are given permission to eat their packed-lunches outdoors, with the supervision of Lunchtime Supervisory Assistants.

At the End of the School Day

Class teachers will provide supervision from 3.20pm - 3.30 pm in order to see that children meet the grown up they are expecting. Children who have not been collected as arranged will be taken to the school office so that parents can be contacted by telephone. Parents should endeavour to collect their children on time as delays can cause distress to children.

If the children are required to wait to be collected, they must remain outside the school office until their grown up arrives. Children will only be released to their parents, or another adult authorised by the parents, at the end of the school day.

External Support Agencies

Reference should be made to the school's *Child Protection Policy* and to detailed procedures in the Hampshire County Guidelines for the deployment of the Educational Psychologist Service, Educational Welfare and Social Services.

Reference should be made to the school's policies for *Safeguarding, Child Protection, Exclusion, Restrictive Physical Restraint, Complaints, Behaviour and Health & Safety* and detailed procedures in the Hampshire County Guidelines.

Copies of the above policies & guidelines are available in the School Office and on the school website at www.towerhill.hants.gov.uk