

Harbinger Primary School Admissions Pack

Cahir Street, London E14 3QP
Telephone: 020 7987 1924
Facsimile: 020 7538 8966
e-mail: admin@harbinger.towerhamlets.sch.uk

Admissions Guidance Form

Outline of the School Day

The Early Years Unit

Nursery age children: 9.30 am - 3.15 pm

Reception age children: 9.00 am - 3.15 pm

Key Stage One & Two

Start: 9.00 am

Finish: 3.15 pm

Lunch Times

EYU: 11.45 - 12.45

Key Stage 1: 12.00 - 12.55

Key Stage 2: 12.30 - 1.25

Arrangements for Picking Up/Dropping Children to and from School

We ask that a known adult brings and collects children from school. Please notify staff by the end of the school day if any changes are to be made to this arrangement. Older siblings may collect children with written parental permission. However, they may not bring them in the morning as it makes them late for their own classes. Pupils in years 5 and 6 may travel to and from school alone but only with written permission from parents. We ask that children are collected from school at 3.15pm. If you are going to be late to collect your child you must inform the school before the end of the school day.

Lateness

Children are expected to be at school ON TIME every day as teaching begins immediately and it is important your child does not miss out. Children are marked late in the register after 10 minutes. Please sign in to the late book in the School Office if you are late - this lets us know your child is on the premises in case of fire and also whether to book you a school dinner.

Early Leavers

Parents must inform the school if they are taking children out of school early during the school day by signing out the pupil in the Early Leavers book in the school office.

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Attendance

We expect children to attend school every day unless they are ill. If your child is ill please contact the school as soon as possible by phone or sending a written message. There is a dedicated answer phone line for absence and lateness - please ring the office on 020 7987 1924 and select option 2 to leave a clear message stating the child's name, class, reason why absent and if they will require a school dinner. If this is not possible you must send a note explaining their absence when they return. If your child has a medical appointment you need to provide proof of this to the school office on or before the day of the appointment. Any absence that is not for illness/medical appointments or authorised by the school in advance will be marked as unauthorised.

Extended Leave

Although we understand that in emergencies you may need to take your child out of school during term time, it means they miss important parts of the curriculum and we would prefer this not to happen. Application forms for authorisation of absence are available from the office and need to be completed two weeks prior to the requested dates. We are only able to authorise any leave during term time in very rare circumstances and we follow LBTH's policies on this (attached).

Lunchtime

Lunch is cooked on school premises. We aim to provide a choice of well-balanced hot meals alongside fruit and salad. The meat served is halal. We try to make the dining room a pleasant environment in which to eat. Fresh drinking water is supplied. From when they move into year one, children may bring a packed lunch however, we ask that it is nutritious and does not contain any sweets, crisps, chocolate bars or fizzy drinks. Glass bottles and cans are dangerous and are not suitable for packed lunch. School dinners are charged at £1.90 per day or alternatively you may take your child home for dinner.

Free School Meals

If you feel you may be entitled to Free School Meals please let the school office know as soon as possible. We will award you with a 20 day grace period within which to make an application to the Benefits section of Tower Hamlets Council and provide the school office with written proof of your entitlement so that we can amend your records and offer your child Free School Meals. If after the 20 day period you are unable to provide proof of eligibility we will charge you for any dinners had during this grace period. You are able to make a claim in person at Jack Dash House, 2 Lawn House Close, London E14 9YQ or alternatively phone 020 7364 5001.

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Snacks

Snacks are allowed at school and currently this can be fruit or cereal bars (NOT SWEETS, CHOCOLATE OR CRISPS). We are working towards a healthier school!

Valuables

We discourage the wearing of jewellery on site and children do so at their own risk. Jewellery can be dangerous in school and children are asked to remove it for PE. The school can take no responsibility for loss or damage. Children should not need money and no more than 50p is allowed at school. When money is needed (school trips etc) we ask that it be immediately handed in to the office or to a teacher for safekeeping.

Breakfast Club and Before School

There is a breakfast club before school each morning from 8:00 - 9:00 for children who need to arrive early and from 9:00 - 9:30 am for nursery age children who come to school with older family members at 9:00 am. Cereals, toast and milk are provided. The charge is 50p per day, or 25p per day for those receiving free school meals. More details are available from the School office. The playground is supervised from 8:30 - 9:00 every morning. The gates will not be opened until 8:30 a.m.

After School Clubs

There are a variety of after school clubs available for children over 5 which run daily from 3:30 - 4:30 pm. These include support for homework, literacy and numeracy as well as sports and arts clubs. Look out for forms to join an afterschool club at the start of each term. These need to be completed and handed to the School Office as soon as possible to ensure your child gets a space.

Educational Trips and School Journey

We begin to take children on visits out as soon as they start at school. These introduce children to different environments and educational opportunities and we value your support for these trips. We ask for a small donation from parents towards any costs, however the experience is part of the school curriculum and all children will be expected to attend.

During Key Stage 2 we encourage overnight stays and for a small contribution we enjoy educational field trips to a range of centres. These journeys are crucial to your child's wider education and develop experience and independence as well as enhancing the school curriculum. The journeys are always well staffed by teachers and teaching assistants as well as on site staff. The cost of the trips is subsidised by school for those in need. We urge you to encourage your children to take part in

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these school journeys which not only develop their knowledge and understanding but also their social and emotional behaviour.

Uniform and PE/Swimming Kits

We expect all children to have the correct PE kit and swimming kit with them at school. Swimming is a compulsory part of the curriculum - please check with teachers for your child's PE/swimming times to ensure they have their kits with them on these days. Swim Hats are available to buy from the School Office. Children must also bring a book bag with them each day - these are available to purchase from the School Office. Uniform is not compulsory at Harbinger but should you wish your child to wear uniform; it is available to buy from the School Office.

Parents Signature _____

Date _____

SAO/FAO Signature _____

Date _____