



LORENDEN

Parents' Handbook: Details of the School Day

ORGANISATION OF THE DAY

At the beginning of the day:

The school opens at 8.00am and all children should be in their classrooms by 8.20am for registration which takes place at 8.30am. Nursery may book in for 'Early Birds' from 8:00am – 8:30am or arrive between 8:30am and 9:00am. This enables parents with younger siblings, or simply tired Nursery children, to have a gentler start to the day. Nursery children arriving from 8:30am should enter through the blue Early Years door; Reception should enter through the main gates.

For Nursery children attending the morning session only, this ends at 12 noon. Nursery children staying for lunch, but not the afternoon session need to be collected at 12.45pm.

Children from Year 2 upwards are encouraged to be independent and come into school on their own. Year 1 children should be able to come in on their own by the Michaelmas half term.

Assemblies:

Monday

8.40am. This whole school assembly is taken by the Head. It includes a hymn, a talk and prayers. Reception - Year 6 attend.

Tuesday

This assembly is for Nursery, Reception, Year 1 and Year 2. It is lead by the Head of Early Years. The children celebrate birthdays, play games, listen to stories and sing songs. I

Wednesday

Year 1 - 6 singing assembly / hymn practice.

Thursday

Mrs Stephanie Wolfe, lay preacher and Governor Committee member, and Reverend Dr Glass, Kent College Chaplain take alternate weekly assemblies usually on a Christian theme. Sometimes an external speaker is invited to talk at this assembly. Reception - Year 6 attend unless an external speaker is unsuitable for all ages.

Friday

Whole School Assembly, taken by the Head and is attended by all pupils from Reception upwards (Nursery too from the summer term). It includes:

- A hymn
- Match reports
- Tally of Housepoints and Gems
- Sharing of Achievements and successes by individual pupils
- Prayers

Half termly there is an Achievement Assembly to which parents of Award Winners are invited. Awards are as follow:

- Heads Award; one per class for a child who has made excellent individual progress
- Certificates for Art, P.E, French and Music; again for those who have made particular progress in their own right
- A "Spirit of Lorenden" Award for the pupil who has received the most Gems in each ½ term period..

Playtimes

Pre-Prep children have one twenty five minute playtime in the morning and fifteen minute playtime afternoon, with half an hour at lunchtime (after lunch). Prep children have a twenty five minute morning break and thirty five minutes at lunch time (after lunch).

Other breaks are taken during the day at the teacher's discretion.

Snack

Snack is provided by the school caterer but you are most welcome to send your child with an additional snack should you wish to do so. We don't allow sweets, biscuits or chocolate but suggest a sandwich, or something equally substantial.

Lunchtime

Pre-Prep and Prep have lunch separately. All children have the cooked lunch provided. The weekly menu is posted on the website and the notice board outside Mrs Sheaves' office. Packed lunches are allowed only for those children who have a specific medical requirement. If you would like to know more about school lunches, the Bursar will be happy to help.

ACCESS TO SCHOOL DURING THE DAY

The gates remain locked between 8.30am and 3.30pm. They are opened at 3.30pm and closed again at 4.00pm for children going home before Prep After School Care and activities begin. This way we know where everyone is and that they are safe.

At the end of the day:

Nursery should be collected from the 'Blue Door' at 3.15pm.

All other year groups are to be collected from the rear of the school; please come through the gate at the side of the school. If you are later than 4:00pm collecting your child, please ring the main door bell.

Please may children arrive and depart from school promptly to ensure a smooth, disciplined start to the day and a safe departure for all.

On Friday afternoons the 'Friends of Lorenden' parents' association organise a cake sale after school. Your children may play on the playground or fun trail *but they are your responsibility once they have been handed over to you by their teacher*. Please ensure that you are keeping your eye on them. Likewise, if you let your children play outside on any other day once they have been handed over to you, they are your responsibility.

After School Activities

There are a variety of after school activities and at the beginning of each term we will advise you of what is on offer. Some are organised by outside agencies and, for these there will be an extra charge. Activities usually run until 4.45pm.

AFTER SCHOOL CARE

After school care is currently offered daily from 3:15pm to 6:00pm.

It begins at 3:15pm for children in Early Years, 3.30pm for Pre-Prep and at 4:00pm for Prep children.

Charges are made as per the fees on our website. Late fees are incurred after 6pm.

Parents are asked to ring the bell to collect their child from the main front door.

Homework begins at 4:00pm as part of After School Care for Prep pupils, supervised by a teacher who is able to help pupils with their work if they need assistance. Younger pupils are supervised by the After School Care Supervisor. All pupils receive a snack and after homework has been done, older pupils and younger can mix to play games, read or engage in a range of other activities. Both the member of staff supervising homework and the After School Care Supervisor remain in school until the last pupil has gone home. Nursery and Reception children have a sandwich, drink and fruit at about 5pm.

Parents are asked to book their children into After School Care in advance. All children who haven't been collected at the correct time at the end of the school day will be sent to After School and parents are charged accordingly. Parents are asked to sign their children 'out' of After School Care before they take them home. The children should say "goodbye and thank you" to the adult in charge before they leave.

Parents are advised that at 6:30pm the "Uncollected Child Procedure" as detailed in the Safeguarding Policy will be followed if a child inexplicably remains uncollected.