



Authorised and Unauthorised Absence

Authorised absences are absences for which the school grants permission. These would include periods of illness, and days off for religious observance.

If your child is absent for any reason, you must send a note or telephone the school. Any absence for which no reason is given is recorded as unauthorised.

Regular attendance and punctuality are very important and with your help, we aim to instil good habits right from the start. Children are reliant on the adults to get them here on time.

There is always a requirement for a Nursery place and any child who is **persistently absent without good cause may forfeit their place.**

Term Time Leave for holidays is unacceptable; children who are not of statutory school age (under 5 years old) **may be removed from the school roll immediately if taken out of school for term time leave.**

The London Borough of Hounslow has a waiting list for school places. It is unfair to keep places open for absent children on holiday.

Attendance certificates are awarded on a regular basis to those children whose attendance is 100%.

Jewellery

The London Borough of Hounslow has a strict policy on not wearing jewellery to school. Jewellery includes earrings, necklaces, bracelets, rings and watches.

Where children do wear jewellery for religious reasons it is necessary to cover it up to ensure safety during P.E. lessons.

Lost property

Lost items are gathered in the medical room. Please check with the Welfare Assistant for missing items.

Please help us by ensuring your child's clothing is named.



Parking

Children are encouraged to walk to school, which supports a healthy life-style. Parking is a problem and traffic wardens continually patrol the school perimeter. (There is not enough room for parents/carers to park in the school car park).

The car park is for staff use only and is closed during school hours. Please do not park across the school gates as they are in constant use.

Scooters and Bicycles

Children can bring a scooter or bicycle to school and park them in the scooter and bicycle racks during the school day. It is advisable to name and lock the scooter or bicycle. An adult must accompany children and we recommend wearing a cycle helmet.

Special Educational Needs and Disabilities

It is quite common for children to experience difficulties at some point during their school career.

The school has a SENCO (Special Needs Coordinator) and a representative from the Governing Body who maintains a specific interest in the subject. We have a Special Needs policy in line with the code of conduct.

The SENCO works closely with the class teachers and parents to monitor progress and to ensure appropriate strategies are put into place. Parents are involved from the earliest stage, and are invited to discuss concerns with the teacher or SENCO.

Sometimes children receive support from external agencies. Parents' permission is always sought prior to a visit. We aim to help children overcome or minimise difficulties.

Links with Victoria Junior School

Victoria Junior School is our designated Junior School, and most of our Yr2 children transfer there. We aim to ensure that the transfer goes smoothly, and that there is continuity between the schools.

Applications for Yr3 must be completed online by accessing the LA website.
www.hounslow.gov.uk/admissions



Lunch Time

Children are supervised at lunchtime by a team of School Meals Supervisory Assistants (SMSAS)'. The SMSAS ensure the school behaviour policy is adhered to.

Universal free school meals are available to all children in Reception, Yr1 and Yr2. Parents do need to complete a form confirming that they wish their child to have a hot meal and must be able to provide their National Insurance number. If you do not complete the application form we will not be able to supply your child with a school meal.

The children will have a daily choice of a meat, fish or vegetarian option. Cardinal Road prepares and cooks its own food in its kitchen.

Packed lunches can also be brought to school. It is not necessary to send a drink as water is provided. Lunch boxes need to be clearly named. Please do not send sweets or chocolates in lunch boxes. Always send a spoon if your child brings a yoghurt!

Mid-Morning Milk

Every child is entitled to free school milk until their 5th birthday. If your child is over five, they are still entitled to subsidised milk. (Parents in receipt of certain benefits may be entitled to claim milk for over 5's)

Milk is subsidised by the European Union under the European milk scheme. Milk for children under five is also funded by the Department of Health.

Whether free or subsidised you will need to register your child for milk by:
Website: www.coolmilk.com email: registrations@coolmilk.com Tel: 08001422972

Children who do not drink milk may bring a drink of water in a named plastic bottle. No glass bottles please.

Fruit

Children are able to have a piece of fruit every day free of charge.

Healthy School

We are a healthy school and do not distribute sweets or cake for children's birthdays.

