

## **General Information**

### **Beginning and end of school day**

The school day starts at 8.55 a.m. Nursery children may be brought to their classroom from 8.30 a.m. Reception children should be taken to their classroom from 8.45 a.m. Children from years 1 to 6 can be left in the main playground from 8.45 a.m. when a member of staff will be on duty. Children should not be left unattended before this time and you are asked to ensure that the gates are closed as you enter and leave school premises.

Children keep coats and bags with them before school; they should only go into school, from 8.45 a.m. if the weather is bad. Class teachers will be on duty from that time.

School ends at 3.30 p.m. Nursery, Reception and Year 1 children should be collected from the classroom door. Children will only be dismissed when a parent or carer is there and you are asked to notify the class teacher if you intend to send someone else to collect your child.

Junior children understand that they must return to their class teacher if no one is there to collect them. They must never leave school premises unaccompanied. Every year, in conjunction with Bury Council, we run road safety awareness classes throughout school. The children are taught the importance of crossing roads correctly and safely and we ask for your support in this matter.

The children understand that they must not play on the nursery climbing frame on the way into and out of school and we ask for your support in this.

The school gates are locked at 9.10 a.m. After this time entry is via the main building. Registration takes place by 9.05 a.m. Children arriving after 9.10 a.m. will be marked as late in the register. If your child is poorly or has a medical appointment please inform the school office as soon as possible. Mrs Paylor follows up any unauthorised absences with a telephone call to parents/carers.

The gates are opened at 3.15 p.m. and closed at 6.00 p.m. If the main playground is being used by children and staff in Busy Bees then the main gate will be locked- a member of staff on duty will have a key. Where possible, parents are asked to use the rear gate when collecting children from Busy Bees and extra-curricular activities.

### **Parking**

Parking around school can be difficult at times, please park as considerately as you can for the benefit of residents and other parents. Please do not use the car park at the front of school when dropping off or collecting children.

### **Smoking**

Bury Catholic Preparatory School and its grounds is a no-smoking environment.

## **Lunchtime**

11.50 a.m.- 1.00 p.m. Nursery

11.50 a.m.-1.15 p.m. Reception-Year 6

Children must bring a packed lunch, a choice of soup (one vegetarian option) is available each day. Soup costs 30p.

We actively promote healthy eating, children are encouraged to bring a healthy lunch and sweets and fizzy drinks are not allowed in school. The children are given plenty of time to eat their lunch but uneaten food is sent home so that you can see what has been left. Unfortunately we are unable to heat or cook any food sent in.

As we currently have children in school with nut allergies, nuts are not allowed in school.

Water is always available.

Lunchtimes are well supervised. Every day, Mrs Kiely (senior lunchtime supervisor) organises a variety of games and activities from cricket and skipping to colouring and weaving. The Arden Garden is used as a quiet area and if the children are lucky (and quiet) they may well see one of our regular nesting birds.

## **Tuck Shop**

A healthy tuck shop (suggested and run by the children) takes place every Tuesday and Wednesday morning during playtime. All fruit costs 20p. Children are allowed to bring a fresh or dried fruit snack to eat during morning break.

## **Milk and water**

Milk is free for children until their fifth birthday. Milk is readily available (at a subsidised cost) for those who wish to have it. Mrs Paylor will write to you at the beginning of each term.

All children are provided with a water bottle and they are actively encouraged to drink as much water as possible throughout the school day.

## **Library**

Reception to Year 6 have a timetabled library session each week. Books are taken home and if returned the following week your child will be able to change it. We are constantly

renewing books and during the year the year 6 librarians 'sell off' old books. All monies raised go towards Mission Together. We are very proud of our library and in order to maintain the quality and quantity of books available you will be asked to replace lost or damaged books.

The children do not need a large school bag, school book bags (£4.50) are available from the school office and are large enough to hold everything necessary for the school day.

## **Uniform**

Uniform is available from PT's Schoolwear in Bury and Radcliffe. A uniform list can be downloaded from the website and is available from the information stand in the school library. All children are expected to wear school uniform. Hair bobbles, slides and clips should be in the school colours-blue, yellow or brown. Please ensure that all uniform is named, particularly pumps and coats. From Year 3 children require a school tracksuit for games lessons. These are available from school and Mrs Paylor will write to Year 2 parents in the summer term.

## **Busy Bees**

Excellent before and after school care is provided every day (7.45 a.m.-6.00 p.m.) and during most school holidays. Please contact Mrs Wild (manager) in the school hall should you wish to register your child.

## **Extra-curricular activities**

Thanks to the enthusiasm and dedication of the staff we continue to offer a wonderful range of extra-curricular activities. Sometimes there is a charge to cover materials or specialist coaching but these are kept to a minimum. Each year all children from Year 1 onwards can take part in Art Club, we have a junior and senior choir, coaching (and matches) in football, netball, rounders, a summer term writers' club and lunchtime clubs for maths, homework, chess and recorders. If any parent would like to help with an activity or has an idea for a new one, we would be delighted to hear from you. Individual members of the staff will write to parents with details of any activities they are planning.

## **Music**

Children can learn a variety of musical instruments-lessons for flute, guitar, violin and piano are available. All junior children have recorder lessons as part of their music curriculum and a senior recorder club takes place one lunchtime. Please note there are additional costs for some of these classes.

## **Parent Partnership**

Teaching and learning are most effective when there is an open and mutually supportive partnership between home and school. We operate an open door policy and in addition, hope to see you throughout the year at parents' evenings, concerts, our termly mass, class assemblies and PTFA events. Please use the homework diaries or reading records (Learning Journeys in Nursery) to keep us informed. Newsletters go home each half term, our global texting service is used to keep you informed of any changes or new events and of course, the school website is a useful (and entertaining) source of information for everyone. Class teachers send home class timetables and target letters giving information on the curriculum for the coming half term. Annual questionnaires give you the chance to tell us what we are doing well and how we can improve; your participation is much appreciated.

### **Mission Together**

For a number of years we have supported the work of 'Mission Together', the Catholic Church's children's charity whose motto is '*Children helping Children*'. Each year the charity supports children in a particular country, this year that country is **The Philippines**. In the summer term we will have a study week devoted to learning about the country, developing links with schools and children, and raising money to support the work being carried out there. Each class also has a collection box on the prayer table in their classroom and we hope you will be able to support us during the coming school year.