



Cheadle Hulme School

JUNIOR SCHOOL PROCEDURES

General

- Children are not encouraged to bring anything of value into School. All possessions should be clearly named and are brought in at their own risk. Unless instructed, children should not bring money into School.
- Electronic gaming devices should not be brought to School.
- Uniform should be clearly named and worn in accordance with the list published on our website.
- Hair styles should be conventional; hair below collar length should be tied back at all times.
- Jewellery, make up and nail varnish should not be worn. Plain ear studs are permitted but these must be taped up or removed for all sports and PE.
- Any medicines brought in to school must be handed in to First Aid, and the relevant permission forms completed.

Before School

- All unsupervised children arriving before 8.25 am should register at Before School Care and they should not drop off bags in the classroom first. Any mobile phones should be signed in.
- From 8.25am children may enter their classroom under the supervision of a teacher.

Registration at 8.40am

- All children should ensure that they are in their classrooms on time. Any late arrivals must report directly to the Junior School office.
- Any mobile phones should be signed in before registration.

Break

- All children must stay outside at break time unless given permission by a member of staff.
- Children may play on any black tarmac area in front of the Junior School at break and lunchtime. Children may use the tennis courts if wearing trainers, following the set rota.
- If children wish to go inside at break or during lunchtime they must ask permission from an adult on duty.
- When the bell rings to signal the end of play the children should make their way calmly to their year group lines.
- When in line children should ensure that their uniform is smart and that they are standing quietly.
- Children may only bring healthy snacks to school. Crisps, sweets and chocolate bars are not allowed and will be confiscated.
- Children may not use the Senior School vending machines at any time.

Lunchtime

- Children may not bring food out of the dining hall. Lunch boxes should be returned to classrooms and when necessary, coats collected.
- If children need to catch up with work they must take it to the supervised designated classroom at 12.30 pm – they must not remain in the classroom unless supervised.
- If a child needs to leave the Junior School boundaries at any time he/she must ask permission from a member of staff; this also applies to children going to First Aid.
- When it is deemed dry enough to play on the school field the children should keep to the designated areas allocated and not remove their shoes or ties.

After School

- Children should wait to be collected by their parents in the fenced, tarmac area of the playground to be collected.
- Children may collect their mobile phones at 3.30pm but should not use them in School without permission.
- Children attending After School Care should report immediately to the Manager at 3.30 pm.
- Children attending clubs and activities after school should get changed quickly and sensibly and report to the designated teacher to be registered. They should excuse themselves in advance if unable to attend.
- If a parent has not arrived after 5 – 10 minutes children should then wait in the entrance hall quietly and read a book. If a parent has not arrived by 3.40 pm then the child will be sent to After School Care to be registered.
- Children should not be in the main tarmac area outside the main entrance after school unless they are accompanied by an adult.
- Children travelling on school buses should report to the Upper Junior Block entrance where a teacher will then accompany them to the coach park at 3.40 pm.
- At 4.30 pm, when clubs normally finish, children should be collected from the Junior School building. If children are not collected they should report to After School Care.

Date of approval by Head & Second Master:

November 2017

Proposed review date:

June 2020

SLT member responsible:

Head of Junior School

Relevant Policy:

Behaviour Management Policy