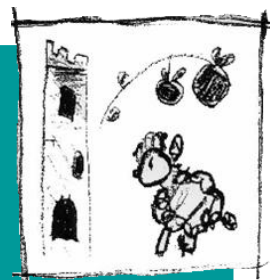


RISBY CEVC PRIMARY SCHOOL

Tel: 01284 810367

Email: admin@risbyprimary.com

Website: www.risbyprimary.com



Believe. Grow. Shine

DAY-TO-DAY INFORMATION: 2026-2027

School Times

Reception, Year 1 & Year 2

Morning: **8.50am - 12.00pm**

Break: 10.30am - 10.45am

Lunch: **12.00pm - 1.00pm**

Afternoon: **1.00pm - 3.30pm**

Break: 2.00pm - 2.20pm

Year 3, Year 4, Year 5 & Year 6

Morning: **8.50am - 12.00pm**

Break: 10.45am - 11.00am

Lunch: **12.00pm - 1.00pm**

Afternoon: **1.00pm - 3.30pm**

In order to help ease traffic congestion in the morning, we allow a 10-minute window for drop off: from 8.40am-8.50am. **The school gates close at 8.50am.** Accompanying adults should take any child who arrives after 8.50am to the school office to sign them in. **Children who arrive after 8.50am will be registered as Late.** The Education Welfare Officer monitors persistent **Lates** and will contact parents & carers directly if they have a concern. Please telephone the school or email admin@risbyprimary.com before 8.50am if your child will be absent from school that day.

At drop off (8.40-8.50am) and pick up (3.30pm), children and adults should use the bottom playground gate or top playing field gate to enter &/or exit the school. Children should be in the care of an adult at all times and the teaching teams will only hand a child to a known adult.

Reception: Please can you drop off/pick up children from the double doors between the staffroom and the staff kitchen: at the top of the corridor leading to the Reception class.

Years 1, 2 & 3: Please can you drop off/pick up children at the classroom door.
Year 4: Please can you drop off children at the classroom door & pick up children from the paved area outside the staff kitchen.

Years 5 & 6: Other than Y6 children who have permission to walk to/from school on their own, please can you drop off/pick up children from the playing field next to the PE & PTA sheds.

We are in the fortunate position of being able to use the Village Hall car park at drop off and pick up times and, *if people park considerately*, there is plenty of parking. However, **the car park can become congested and safety can be compromised.** Please can we therefore ask that, if at all possible, you walk to school and leave the car at home – but otherwise, keep speed to a minimum and **be mindful of other people’s safety at all times.** **Please do not park in any of the restricted areas in the car park:** along the side of the Village Hall, along the school’s perimeter fence or on the grassed area near the top gate, as the Parish Council reserves the right to withhold access to the car park if they consider parent parking to be a risk to public safety.

Should you need to collect your child from school during the school day: **please report to the school office to sign your child out.** A member of staff will bring your child through to you.

Before & After School Childcare

is provided by Risby Pre-School

Before School Care: 8.00 - 8.45am

All children: Reception, Year 1, 2, 3, 4, 5 & 6 should be dropped off at the pre-school building, next to the Village Hall car park, in the morning and the children are then walked to school by a member of the Risby Pre-School team at 8.45am.

After School Care: 3.30 - 5.30pm

Reception, Year 1 & 2 children are collected from their classrooms by a member of the Risby Pre-School team at 3.30pm and taken to the pre-school building. Children in Year 3, 4, 5 & 6 are collected from their classrooms at 3.30pm and taken to our School Hall.

Please contact Risby Pre-School for full details on opening times and costs:

Tel: 01284 810794

Website: www.risbypreschool.co.uk

Street Parking

When parking in the streets surrounding the school, please can we ask that you do not park or drop children off in the zoned bus area or yellow-lined area immediately outside the school or in the residential areas of Aylmer Close.

Parking where children are entering or leaving the school can cause 'Blind Spots' and be a real danger to the children and parking in the residential areas next to the school, damages our relationship with our neighbours. **Please be a safe and considerate driver at all times.**

Risby PTA

We are extremely lucky to have an absolutely wonderful PTA at Risby: providing fun and funds in equal measure. If you would like to be more involved in the life of the school; meet and get to know other parents; organise social activities and events and help to raise funds for the children: email the PTA at info@risbypta.org.uk

Absences

If your child is unwell and is unable to attend school, please can you call the school office before 8.50am on 01284 810367 or email us at admin@risbyprimary.com to notify us accordingly. It is important that absences are communicated via an adult and we cannot accept notification of absence via a sibling.

If the office is unmanned or the office team are busy, the answer phone will cut in. We check the answer machine daily and we check it regularly, so **please make sure you leave a message.**

If your child has diarrhoea or sickness we will ask you to keep them at home for 48 hours from the last incident of sickness and *you do not need to call us on day two of their sickness.* In all other circumstances, please make sure you keep us informed and **phone the school office every day to notify us of your child's absence.**

Term time holidays or days out can only be authorised in exceptional circumstances and Fixed Penalty Notices will be issued when, cumulatively, unauthorised absences exceed five days in a 10-week rolling period. The Headteacher considers all applications on a case-by-case basis. In the event that you are considering taking your child out of school during published term times, **please ask the school office for an Absence Request Form or go to the school website: <https://www.risbyprimary.com/attendance/>**

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Whilst Reception children are not required to be in school full-time until the term after their 5th birthday and absences before the term after their 5th birthday will be authorised, we would ask that you still complete an Absence Request Form in order that we can keep our attendance records up-to-date.

Unless we have been notified accordingly, we don't allow anyone other than the named, responsible adult to collect a child, so please call the school office on 01284 810367 if you would like someone else to collect your child: either as a one-off arrangement or as an ongoing arrangement.

School Meals

We are very fortunate to have nutritious meals prepared daily on the school premises. Our school dinners are planned to ensure children receive all the necessary nutrition that they need as they grow and develop and the current menu is available to view on the school website: <https://www.risbyprimary.com/school-dinners/>

From September 2014, the Government's "Universal Infant Free School Meals" policy entitled all pupils in Reception, Year 1 and Year 2 to a free school meal. **For children in Years 3 to 6**, other than children who are entitled to free school meals, **school dinners cost £2.80** and dinner monies must always be paid for in advance of the meal being taken.

The methods of payment that we accept for school meals are as follows:

▪ **Via Arbor**

As a school, we encourage online payments via your Arbor account to assist with administration and to ensure you have a record/receipt of payments made. If you need help understanding how to use your account to pay for school dinners, please talk to a member of staff in the school office.

▪ **Cash Payment**

Dinners should be paid in advance of the dinner being taken and can be paid for at the School Office.

Free School Meals

Your child is entitled to free school meals if you receive any of the following:

- Income Support
- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after April 1 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

To check if your child is eligible, apply online at <https://www.suffolk.gov.uk/children-families-and-learning/schools/school-meals-uniforms-and-trips/apply-for-free-school-meals/> for an immediate response or call 0345 606 6067 for advice.

Healthy Packed Lunches

If you would prefer, you can send a packed lunch into school for your child. Please make sure that your child has a lunch box marked with their name and note that children must not bring glass bottles or breakable containers to school. Packed lunches are eaten alongside school meals under supervision in the school hall. We encourage healthy eating and are a nut-free school – so please do not include any food items that contain nuts or sesame seeds in your child's packed lunch. Fizzy drinks, fruit juices and smoothies are **not** allowed at any time.

Please provide items that your child can open independently and avoid foods that are hard to manage. It is helpful if you make a snip in the wrapper of tightly packaged items.

Drinking water is provided for all children at lunchtimes.

Food Intolerances & Allergies

If your child has a known food intolerance e.g. gluten **or is allergic to a specific food** e.g. nuts **it is vital that you let us know.**

Please notify the school office and they will record and pass the information to the catering team and all relevant members of staff. If your child's condition has any medical implications e.g. they have been given an epi-pen or need medicines to help them process certain foods the office team will arrange for you to meet with the Headteacher to complete an **Individual Health Care Plan (IHCP)** for your child. This will then be shared with all relevant staff.

Breaktime Snacks



In keeping with our 'National Healthy School' status, **children are only allowed fresh fruit for their breaktime snack.** This is provided through the government's '5-a-day' scheme for children in Reception, Year 1 and Year 2, but needs to be brought in by all other year groups. Reception children receive free milk up until the age of five.

Medical Requirements

In line with national guidance and as detailed in the school's Medical Policy (available on the school website), **non-prescription medicines cannot be administered in school**, other than in exceptional circumstances agreed in advance with the Headteacher. **Prescription medicines that need to be taken 3-4 times a day should be timed so that only one dose is required during school hours: at 12 Noon.** Parents will be asked to visit school to administer the medicine if this is at all possible, or will be asked to sign a consent form if they would like the office team to administer medicine on their behalf.

Where your child has long-term medical needs e.g. asthma, epilepsy, diabetes or a severe allergy we will do everything we can to enable them to attend school regularly. **The starting point will be to arrange a meeting to agree an Individual Health Care Plan (IHCP).** The meeting might be requested by the school or arranged in response to a parent or healthcare professional requesting a meeting. Individual Health Care Plans are developed in partnership between the school (represented by the Headteacher or a senior member of staff), the parents, the child and any relevant healthcare professionals and the aim is to ensure the school knows how to support your child effectively and to provide clarity about what needs to be done, when and by whom. When developing an IHCP, the following will be considered: The medical condition, signs, symptoms and treatments; the child's resulting needs, including medication; the level of support needed (if a child is self-managing their medication, this should be clearly stated and appropriate arrangements for monitoring should be put in place); who will provide this support and their training needs; arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff or self-administered by the pupil during school hours; arrangements for school trips or other school activities; what to do in the event of an emergency, including who to contact and contingency arrangements. Once completed, the IHCP will be shared with, and be made available, to all relevant members of staff.

Records will be kept of all medication either self-administered by children and monitored by staff or administered by the staff.

School Uniform



Our identity as a school is established through our school uniform and we are particularly fortunate at Risby to have such a **distinctive jade green school uniform**. Our uniform is as follows:

- Black or grey: Trousers, skirts, pinafore dresses or shorts.
- White or jade: Polo shirt, shirt or blouse.
- Jade: Jumper with school logo or cardigan with school logo.
- Jade & white gingham: Summer dress
- Black, grey or white: Socks or tights.
- Plain black shoes.

- *Parents are asked to ensure that all items are labelled clearly with their child's name.*
- Long hair must be tied up and hair accessories should be simple and in school colours.
- Children should not wear nail varnish or jewellery in school. If children have pierced ears, please can they wear stud earrings only.
- **For safeguarding reasons, children should not bring to school any SMART device** (watches, FitBits, phones) that can send & receive messages; take photos or have internet enabling features

Most elements of the school uniform can be purchased direct from major supermarkets – with the elements of the uniform that are specific to the school being available to buy from Aubyn Davies: either directly from their shop at 81 St Johns Street, Bury St Edmunds IP33 1SQ or via their website:

<https://www.aubyndavies.co.uk/schoolwear/risby-cevc-primary-school>

Pre-loved school uniform is available from the PTA Uniform Shed, which is located on the playing field and is open every day at drop off and pick up times.

For health reasons it is important that children are properly dressed for physical activity and, in order to maximise lesson time and reduce the need for storage in the classroom, *we ask children to come to school in their PE kit on their timetabled PE days. Earrings should be removed before school.*

Our PE Kit is:

- T-Shirt: Jade or white – either with school logo or plain.
- Shorts or leggings or tracksuit bottoms: Black.
- Round-necked sweatshirt: Any colour but plain. *Hoodies, tracksuit tops and football tops are not permitted.*
- Trainers: Any colour

Book Bags

As hanging space is restricted in the Reception, Year 1, Year 2, Year 3 and Year 4 classrooms, children in these year groups are only permitted to use a school book bag to carry belongings to & from school. **Book bags are available to buy at a cost of £11.95 from Aubyn Davies:** either directly from their shop at 81 St Johns Street, Bury St Edmunds IP33 1SQ or via their website:

<https://www.aubyndavies.co.uk>

The book bags are big enough to hold reading records, books, water bottles and a snack and come with an internal pocket, which can be used for storing letters, reply slips etc. Please check your child's book bag daily and note that the teaching teams in Reception, Year 1 and Year 2 will also check each child's book bag daily: to check reading records, change reading books and check any home/school correspondence.

Whilst space is still restricted in the Upper KS2 classrooms, **children in Year 5 and Year 6 are allowed to use rucksacks, rather than book bags.**

Please note, **all children are asked to refrain from 'accessorising' their bags** with keyrings etc

Water Bottles

All children are required to have a named water bottle at school (maximum size 700ml), which they bring to school every day and take home every night for cleaning. Children are encouraged to drink water throughout the school day and jugs of water are available for all children at lunchtime. New water bottles with lids are available from the school office at a cost of £2.00.

Children who are new to Risby will be given a water bottle when they join the school.

Communication

In order that we are able to contact you in the event of an emergency, **it is important that we have up-to-date contact information for all our parents and carers.** Please check the datasheets we send you at the start of the school year carefully to make sure they are up-to-date and notify us of any changes to these details, as soon as they occur.

The school uses Arbor and ClassDojo as the main means of communication and **it is therefore important that we have a current mobile number and email address for all of our parents and carers.** Please note, ParentMail only adds one contact automatically and the system initially uses the mobile number and email address listed against the 'Priority 1 Contact' on the Pupil Information Form that you are asked to complete when your child joins the school and on the datasheet that we ask you to check at the start of the school year. If you would like another person, *or an additional person*, to receive updates via Arbor, please let the office team know and they will update your records accordingly.

Term Dates

2026-2027

Autumn Term

Tuesday 1st September: **PD Day**
Wednesday 2nd September: **First Day**
Friday 23rd October: **PD Day**

October 26 - 30: Half Term

Friday 18th December: **Last Day**

Spring Term

Monday 4th January: **PD Day**
Tuesday 5th January: **First Day**

February 15 - 19: Half Term

Thursday 25th March: **Last Day**

Summer Term

Monday 12th April: **PD Day**
Tuesday 13th April: **First Day**
Monday 3rd May: **Bank Holiday**

May 31 – June 4: Half Term

Wednesday 21st July: **PD Day**