

Essential Information 2026/27

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Welcome to Recreation Road Infant School

Dear parents and carers,

We are delighted to welcome you and your child to Recreation Road Infant School. As a school, we take pride in the way we work together with families to help children thrive and succeed. We really look forward to building great relationships with you during your child's journey through our school. We understand that moving to a new setting can sometimes be worrying. We take great care to make sure children settle well and that they develop a passion for, and success at, learning.

The purpose of this booklet is to provide you with the essential information you need before your child starts with us. We are proud of our school and could tell you much more, but we know that too much information can be overwhelming.

If you would like to learn more after reading this booklet, please visit our website www.recreationroad.com or speak to one of our staff. We're all happy to help.





Denise Mattock
Head of School
Recreation Road Infant School

Michael Bunting
Executive Headteacher
Heigham Community Federation

The School Day

The school day starts at **9:00am** and finishes at **3:00pm**

Arrival

The school gates open at 8:45am and classroom doors open at 8:50am. Unless they are attending Sunflower Club, children should arrive at school by 8:55am, ready to start the school day at 9:00am.

Children must wait with their adult at the door of the classroom until they are welcomed into the classroom. Adults and children say goodbye at the classroom door.

If someone else is collecting your child at the end of the day, please let the teacher know when you drop your child off.

The school gates are locked for safety at 9:00am. Any children arriving after 9:00am need to be signed in at the School Office.

Registration

During registration, class teachers take the children's lunch orders.

Children arriving after 9:00am will receive a late mark on the register. Late marks are closely monitored by our attendance team, as repeated lateness can have an impact on learning.

Playtimes

Children in Reception and Years 1 and 2 are provided with a free fruit snack every day.

Reception children take a fruit break when they need it during the morning. There are no formal playtimes, as their curriculum is play-based and they have access to the outdoor classroom for periods of the day.

Years 1 and 2 have a morning break. There are staff from each class on duty during break times. Morning snacks are usually eaten in the classroom while listening to a story or having a class assembly.

Lunchtimes

Lunchtime for Reception is 11:45am – 1:00pm. Year 1 and Year 2 have their lunch from 12:15pm – 1:15pm. Hot dinners and packed lunches are eaten in the school hall. Outdoor play is also incorporated into the children's lunch break.

Each class has its own Midday Supervisory Assistant to help children during mealtimes and supervise their play.

Going Home

The school gates open at 2:50pm. The teachers begin to discharge the children at 3:00pm

Please wait outside the classroom until your child is sent to you. Our staff ensure that children are collected by identified adults, who then take responsibility for the care of your child.

Going to Sunflower Club After School

Children attending Sunflower Club are collected directly from their classroom by club staff and taken to the school hall.

Unfortunately, children are unable to attend both Sunflower Club and enrichment clubs on the same day due to the logistics of moving from club to club.

Changes to Going Home Arrangements

If your child's collection arrangements change during the day, please call the school office on **01603 457120** before **2:30pm**. A message is sent to your child's teacher so that they are aware before the end of the school day.

If you need to collect your child before 3:00pm, please ask the Head of School for authorisation. Early collections take place via the school office.

Non-Attendance

Reporting your child absent

If your child is unwell, please contact the school office **by 9:00am at the latest.** You can:

- Call 01603 457120 (option 1) and leave a message, stating your child's name, class and reason for their absence
- Email rrisoffice@heighamcf.org

Maintaining good attendance

To enjoy school and do well, it's important that children keep up good attendance. In our school this means being at school at least 96% of the time. This means children should not miss more than **5** days in the school year.

If we have concerns about your child's attendance, we will get in contact with you. We are always available if you need our support to help improve attendance.

Getting to and from school

Walking, Cycling and Scooting

We encourage you and your child to walk, cycle or scoot to school. There are storage areas for bikes and scooters close to both entrances. For the safety of our school community, bikes and scooters must not be ridden anywhere on the school site.

By Car

If you have to drive to school:

- Please park away from the school gates.
- Do not stop or park directly outside the school or on the zig-zag lines.
- Wherever you park, park legally and considerately.
- The school and sports centre car parks should not be used to drop off and pick up

Dogs

Dogs are not allowed on the school premises unless they are an assistance dog. If you do bring a dog at drop-off or collections times, please ensure it is kept off-site and securely tied away from the school entrance.

Play Equipment

Please make sure that younger siblings do not use any play equipment when on the school site. Play Equipment should not be used by any children outside of school hours. If the equipment is used and your child is hurt, the school accepts no responsibility.

Getting ready for school

Clothing

Our school does not have a compulsory school uniform. We do however ask that children are sent to school in clothing suitable for the weather and for an active hands-on curriculum.

Some families choose to send children to school in T-shirts and sweatshirts embroidered with our school logo. These can be ordered from www.myclothing.com. Branded P.E. and book bags are also available from the My Clothing website, along with iron-on name labels. The school receives a 5% cash donation from every purchase and items arrive with 14 days of ordering. Please note that the school office does not hold a stock of these items.

Items of clothing or accessories which are required by religious beliefs are welcomed in school.

Footwear

We expect children to wear footwear which will allow them to play, climb and run safely. Please don't send children in open-toed shoes or sandals.

Please also send in a pair of named wellies. These will stay at school and be used regularly.

P.E. Kit

On P.E days children should be sent to school wearing their P.E kit. This consists of a T-shirt and shorts or tracksuit bottoms, plimsolls or trainers. They will also need to remove jewellery and have longer than shoulder-length hair tied back.

Water Bottles

Children should bring to school a named water bottle for use during the school day. We ask that this has plain water only – no squash or flavoured water.

Book Bags

Children will need a named bookbag to take books backwards and forwards from school. Please make sure this is a separate bag from where your child's water bottle is kept – it's amazing how many water bottle leaks occur! School branded bookbags can be purchased from www.myclothing.com.

Please make sure that…

Your child's clothing, footwear, bookbag and water bottle are all clearly named. It's almost impossible for them to make their way back to your child without a name label!

Lunch

School Lunch

School lunches are provided by Norse Catering. While the children are at infant school (up to the end of Year 2), they are entitled to a universal free school meal, funded by the government. Each day, children can choose from a meat or vegetarian option. On Mondays, the menu is meat-free for all pupils. All meals are served with a pudding or fresh fruit. Menus will be sent out in advance of any change and additional copies can be found here: http://www.recreationroad.com/the-office/lunch-menu/

Special Dietary Requirements

If your child has a medically diagnosed dietary need (such as and allergy or intolerance), an adapted meal can be provided. Please inform the school as soon as possible. Further details can be found by clicking on the 'Special Diet Registration Form' button at the bottom of this Norse web page: https://norsecatering.co.uk/primary-school-catering.

Children may also bring in a healthy packed lunch from home.

Foods not allowed in school

No nuts, peanuts and all nut and peanut products. No sesame seed products or shellfish

No sweets, chewing gum or chocolate, including to celebrate birthdays

No cans or glass containers.

Health, Safety and Welfare

General Safeguarding

Every member of school staff and all governors and volunteers complete safeguarding training. They are all able to recognise the signs and symptoms of significant harm and are aware of the school's Safeguarding Policy and procedures.

The school has a team of Designated Safeguarding Leads (DSLs) who can help with any safeguarding concerns.

Operation Encompass

Our school is part of a scheme called Operation Encompass. This is a jointly run operation between Norfolk County Council, Norfolk Police and schools who choose to join. It has been set up to help schools provide support to children who have been affected by Domestic Abuse. We know that children can be significantly harmed when they are involved in, present or witness to this. We are keen to offer the best support to our pupils and we believe this scheme helps us to do this.

School Health Screenings

School Health Advisors will carry out screenings of children in school, including for eyesight and hearing. We will inform you about any such screenings beforehand.

Injury or Illness

If your child is hurt or becomes unwell at school, we will provide first aid and seek further medical assistance if necessary. We will always contact you if an injury or illness is cause for concern. If we are unable to contact you, we will act on the advice of other healthcare professionals attending to your child.

Wellbeing

The school has a strong pastoral team to support pupils and families. Charlotte Tumber our Family Engagement Officer, is available to offer support and is a great source of advice and guidance. You can contact her via email: ctumber@heighamcf.org

Contact Details

It is very important that we have your up-to-date telephone numbers, email addresses and postal addresses. In an emergency it is vital that we can contact you straight away. We must also have 2 extra emergency contacts in case we are unable to contact you.

Medicines

We don't normally administer medicines to children. However there are some exceptions to this. We can only administer medicines to pupils on receipt of the Administration of Medicines form which you can get from the school office. All medicines need to be prescribed by a doctor and in their original packaging. We are unable to give any homeopathic remedies unless prescribed by a doctor and with a prescription label on them.

Asthma

If your child has asthma, please complete the asthma form available from the school office. Your child should keep 2 inhalers in school.

EpiPens

If your child needs an EpiPen, please provide the school with a copy of their Allergy Action Plan well before they start. The SEND team will then work with you to create an Individual Healthcare Plan.

Sickness Absence

If your child is not well enough to attend school, please let us know before registration at 9:00am. We require you to communicate with the school on every day that your child is absence.

If your child has been vomiting or has diarrhoea, then we ask that your child does not return to school for **48 hours** after the last episode.

Doctors and Dentist appointments

If your child has a medical appointment, please inform the school in good time and provide the school with evidence of the appointment. Appointments should be made outside school hours where possible. If you need to take your child to the doctors or dentist you will need to complete an absence form – these are available on our website or from the school office, we also ask that you provide evidence of the appointment, a text message, email or letter confirming the appointment are all acceptable.

Other information

Complaints

We recognise that complaints may sometimes occur. We take them very seriously. If you have a complaint, please contact the school office and they will assist you.

Valuables and Jewellery

Valuables should not be brought into school. We will not accept responsibility for any loss or damage.

Mobile Phones

Children are not to bring mobile phones or electronic devices into school.

The school is a no phone zone for parents. Please put your phone away when on the school site, including in outdoor areas. This is to safeguard all children.

Closure and Contacts

Closure

If the school closes, this information will be available:

- On the school website www.recreationroad.com
- On the Norfolk Schools website http://disruptions.norfolk.gov.uk/nccclosures_schools.html
- By listening to BBC Radio Norfolk (95.1FM & 104.4FM) Parents will also be contacted
- via text message (in the event of a closure).

Key Contacts

Co-Chair of Governors	Kate Campbell & Pam Reynell
Head of School	Denise Mattock
Federation Executive Headteacher	Michael Bunting
Assistant Head of school/SENDCo	Sheree Brock
Federation Assistant Head	Susanna Manrique
Family Engagement Officer	Charlotte Tumber
School Office Team	Zoe Smith
	Jo Westgate

School Website	www.recreationroad.com
School Email	rrisoffice@heighamcf.org
School Telephone	01603 457120