

## **HANDBOOK**

We expect children to attend school each day and to be on time. Lateness disrupts the lesson for other children and is taken very seriously at New City. The school has a policy of telephoning families on the first day of absence to see why your child is not in school. This policy is in place to keep your child safe. To avoid the need to call you, we ask all parents to ring the school if your child is not well.

The school day begins at 8:55 when a bell is rung and the children brought into school by their class teacher.

### **Nursery**

AM Session  
9:00 am - 11.45 am

PM Session  
12.30 pm - 3.30 pm

### **Reception**

Morning Session  
9:00 am – 12:00 noon

Afternoon Session  
1:00 pm - 3.30 pm

### **Key Stage 1 and Key Stage 2**

Morning Session  
9:00am - 12.00 noon

Afternoon Session  
1 pm - 3.30 pm

### **School Lunch**

Times differ slightly for younger and older children.

EYFS and KS1 12:00-1:00

KS2 12:30 - 1:30

Children may have a school lunch, bring a packed lunch or choose to go home for lunch. Currently school dinners are free for all primary school children in Newham.

There is a choice of menu and a wide variety of food types available. Halal meat and vegetarian options are available every day and children with special dietary needs can be provided for. Please come to see us and we will discuss this with you further. Drinks are provided and children are encouraged to eat a healthy balanced diet.

Children staying with a packed lunch may bring a drink. Please do not send children to school with cans or glass containers.

## Free School Meals

Although all meals are currently free, it is very important that you let us know if you may be entitled to free school meals. You may be allowed free school meals if you or your partner are in receipt of: -

- Income Support
- Income-based Jobseeker's Allowance or income-related Employment and Support Allowance
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're 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

By making sure we have record of your entitlement we can ensure that you do not lose access to free meals if the borough changes the funding for pupils. If you think your child may be entitled to free school meals, you can make confidential enquiries and pick up an application form at the school office or at the Education Office in Stratford.

## Uniform

New City uniform items can be purchased from the School Uniform Shop which is open each Thursday morning in the school Dining Hall. Children should wear black school shoes with their uniform and smart black trousers /skirt as appropriate.

