



Important Information for Parents

- The children in Years 1-6 will be expected to line up on the playground in the morning at 8.45am where their class teacher will meet them. They will then take the class into the school building at 8.55am. Parents are encouraged to leave their children on the playground and **not** come into the school building. The EYFS children will be met at the Reception Gate. The school bell will only be rung in an emergency when the building has to be evacuated.
- School finishes at 3.10pm. If for any reason you will be late collecting your child, please notify the school office.
- Please inform the office staff if your child is going to be absent from school by **9.30am** together with the reason for absence. This is a requirement and will avoid phone calls being made to you. If your child has a medical appointment, we would be grateful for a copy of the medical letter. In cases where attendance is low, medical evidence is a requirement. Children should not return to school for 48 hours following the last bout of any sickness or diarrhoea.
- A Term Time Leave form will need to be completed for any absence other than illness/medical. This should be posted into the black post box in the reception area as early as possible. Unauthorised absence may result in a fixed penalty notice being issued.
- The school gates are locked at 9.05am and are open again at 3pm. Please use the front gate during these times and ring to be admitted.
- Any medicine your child needs during the school day must be brought to and collected from the office by an adult. You will need to sign an Administering Medicine permission form, which can be found on the carousel in the foyer. **It is important that parents advise their child's class teacher when medication is required.** Our school staff are not permitted to administer ibuprofen or any medicine containing ibuprofen to children unless it is prescribed by a doctor.
- We appreciate how busy everyone is, but please could you respond promptly to all correspondence from school to reduce the amount of time spent chasing reply/permission slips/payments etc.
- Please ensure the school always have the correct contact details for you. If your phone/email number/address changes, please let the office know promptly.

- All payments should be made on-line via ParentPay. You will receive log in details during the first few weeks of school. All other communication/signed permission slips etc should be posted in the black post box.
- Newsletters and diary dates are emailed to parents weekly each Friday afternoon. Other letters may also sometimes be emailed. If you do not have access to a computer, please advise the school office, who will ensure you receive paper copies. Paper copies of newsletters and forms can be found on the carousel in the foyer.

Our newsletters/diary dates are a key means of communication between school and parents and it is very important that you read them so you do not miss things that are happening in and around school.

- We hold Termly Learning Conferences (parents evenings) in the Autumn and Spring Terms. Parents are asked to sign up for an appointment time and invited to go into the school hall prior to this to view their child's work. Children in KS2 are invited to attend the conference with their parents if they wish. Refreshments are served in the hall on these occasions.
- We offer an extensive range of extra-curricular clubs. Please ensure you read and follow the additional information attached to the termly club timetable as these will answer a number of queries.
- Lost property can be found in boxes in the foyer. Please feel free to search for lost items. Please ensure all children's property is named. Items can then be passed back to them if found.
- The roads around the school become very congested at the beginning and end of the school day. Please ensure you drive with extreme care in the vicinity of the school and be particularly vigilant about safety. Please show respect to our neighbours in the surrounding streets, ensure their access is kept clear at all times and do not reverse in their driveways.
- The school promotes an 'open door' policy. Please feel free to contact the school office at any time if you wish to make an appointment or pop in to see us if you have any queries about anything. We have a Parent Voice Group, which meets with the Headteacher every couple of months. This is an opportunity for parents to share their thoughts and raise any general concerns or suggestions. All parents are welcome to attend.