



LL/PB 09.09.19

## **Important Matters**

Dear Parents/Carers,

There are a few things we would like to remind you of to help us in making the school day run smoother for your child.

### **FORGOTTEN ITEMS**

Please ensure your child comes to school prepared for the day with all the items they may need.... snack, water bottle, coat, packed lunch, home learning books, PE kit, library book. More and more belongings are being brought in throughout the day to the school office and we cannot always guarantee that these get to your child as the office can get very busy!

### **NUTS**

Please be mindful when sending in snacks as we do have children with severe nut allergies. Whilst we cannot guarantee we are a nut free school we do try to encourage nut free snacks and lunch items. The school kitchen is a nut free area. Please do not send your child into school with snacks containing nuts.

### **LABELLING OF ITEMS**

Please ensure all uniform, coats, shoes, hats, gloves, lunch boxes, water bottles, snack pots etc are named. We had an obscene amount of lost property last school year and would really like to reduce it this year. Uniform is expensive so please encourage your little ones to look after it.

### **HOME TIME**

Please ensure that your child is aware of what they are doing after school, if they are walking home or going to a club. Please pass on home time messages to the adult on the door or to the office staff. Obviously plans can change through the day so please call the office and we will pass these messages onto your child's teacher.

### **MEDICATION**

Please ensure all medication for your child is in the original container/bottle as originally prescribed. All medication should be handed into the school office where there are forms for you to complete. Please keep the office informed of any medical updates.

### **DEADLINES**

Please complete and return any forms, voluntary contributions or orders to the school by the stated deadline. We have to chase parents/carers on numerous occasions which can delay us booking trips and orders or pay bills when we have not had the money in ourselves.

### **MONIES**

As above, please pay for any debts promptly once you have received the invoice. Thank you.

### **CHILDREN COMING INTO SCHOOL FEELING UNWELL**

Please note that if your child is not well enough to be in school please keep them at home. If mentioning to staff that your child is off colour please be discreet in front of your child, sometimes parents mention that they can collect their child if they go downhill, this nearly always results in the child asking to go home. We will always contact you if we are informed your child is unwell during the school day.

Please remember that pupils who have suffered vomiting or diarrhoea must be kept off school for 48 hours.

### **CONTACT DETAILS**

Please remember to keep the school office up to date with any changes to contact details.

Thank you for your continued cooperation.

School Office