

As it is the start of a new year, I would like to send home some reminders which will be of help to us in the smooth running of the school.

Communication

*Please can we ask that you encourage your child to check their bag **daily** for any communications that have been sent home. If your child has forgotten to hand in any returned forms/dinner money, please encourage them to put these in the class tray the following day or you can post them in the secure red box on the wall in the office reception area.

* Please check the school website on a regular basis. This contains information about class events and the school calendar is populated with events often a term in advance.

* Please keep us informed of any changes to contact details – especially mobile numbers so that we can ensure you continue to receive the school's text messages.

Attendance/Lateness

*Children should be in the school playground at 8.55am to line up ready to come into school with their class teacher. Once the Key Stage doors are closed children must enter via the School Office and be signed in by a parent or carer. Children receive a late mark if they are not present in class when the register closes.

*A child whose attendance falls below 90% is classed by the Department for Education as a 'Persistently Absent Pupil' regardless of whether the absence is 'authorised' or 'unauthorised'. Should your child's attendance fall to 92% we will contact you to discuss the matter with the aim of improving attendance. Should the situation not improve and attendance falls to 90% you will be required to come into school to meet with the Headteacher.

School Office

*The school office is very busy at the start and end of the school day, please only call in at these times if your query is urgent.

*If you have misplaced a copy of a letter, please check the school website as most letters will be published on your child's class page or check the cupboard in the office reception area for spares. Dinner money envelopes, Administration of Medication & Travel Sickness Forms and Applications for Absence can also be found in this cupboard.

Medication in School

*Staff are not obliged to administer medication in school but do so to ease the burden on parents. As we try and encourage more independence in KS2, children are expected to take responsibility for remembering to ask for their medication at the correct time, although we will endeavour to remind them should they forget. Parents are very welcome to come into school to administer the medication at the time required if they would prefer to do so. Children will be offered a drink of water after taking medication. Recently some parents have included sweets to give after taking the medication, please note this is not permitted.

*All medication, including creams, must be handed to a member of staff with a completed Administration of Medication Form. For reasons of safeguarding do not put any medication in your child's book bag – we need to ensure that all medication is in a safe place and not accessible to other children in school. Cough sweets are not permitted.

Late Collection / Collection by another person

We understand that there may be occasion when you are delayed, due to circumstances beyond your control. As the office is very busy at the end of the school day, please can we ask that you contact the office as soon as possible to advise us of your arrival time. Depending on the time of your arrival and availability of staff in school to look after your child, we may have to place your child in the after school Kids Club for which there will be a charge.

If your child is going home with someone else's parent or someone who doesn't normally collect them, please call the office before 3.00pm so we can deliver this message to the class teacher. If you are allowing your child to walk home on their own please ensure we are aware of this.

Your help with all of the above would be most appreciated.

Mr E Whitehead Headteacher