



All Saints CE Primary School & Nursery

Nurturing, Resilience and Achievement for all!

Headteacher: Mr Philip Asher, BMus(Hons), PGCE, ARCO, NPQSL

Monday, 02 September 2019

Dear Parents/Carers,

Welcome back!

To help everyone settle in quickly, we've compiled a summary of our new Parent Handbook. The full version is available on our website (see the Parent section).

CONTACT DETAILS – please ensure we have up to date contact details for your child. We use these if we need to get in touch with parents during the school day for an emergency or other reason. Use the SIMS ParentLite app to update – details from the school office.

MEDICATION – if your child requires an inhaler or EpiPen etc. please ensure we have an in date one in school (two EpiPens!) and you have completed the medical forms (available from the school office).

LUNCH/SNACKS – **All food brought into school must be nut free.** Some of our pupils/staff have severe nut allergies. A healthy morning break snack is provided for EYFS and KS1 children. KS2 children can bring one in (no sweets, chocolate or crisps/cakes please).

PAYMENTS – We use SchoolComms Gateway for online payments. This is our preferred method, and we encourage parents to download the app or use the online website. Please ask at the office for details.

WATER – children are encouraged to bring in a water bottle each day. **No juice or squash please – it encourages our local ant colony to come in too and leaves a very sticky mess if spilled...**

UNIFORM & PE KIT - Please ensure your child comes to school in the correct uniform every day. Details of the current uniform and kit are available on the school website or from the school office.

- **ALL ITEMS MUST BE NAMED**
- PE Kit should be brought in each Monday.
- **Please ensure** children have trainers for PE – not plimsolls.
- Wellies, jogging bottoms/trousers and long-sleeved tops are needed for Forest School each Friday for participating classes.
- **Jewellery is not permitted except for a simple watch** and earrings must be removed for PE to prevent serious injury – we suggest not wearing them on PE days. Taping over earrings is only appropriate in the first six weeks of piercing or with a medical note. Parents should provide the tape for this purpose.
- **Long hair** must be tied back at all times during the school day (plain hair ties only please). Shoulder length is a good guide for when to tie back. This is to prevent injuries and look smart – it's also great for keeping out the way of work and prevent tangling when busy at desks!
- **Nail varnish** and **transfer tattoos** should be removed before the start of the school day.

Parsonage Lane, Bishops Stortford, CM23 5BE

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www.allsaints.herts.sch.uk

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SAFE SITE: We operate as safe and secure a site as possible and rely on the support of all our community to help with this.

- **DROP OFF** – The school day starts at **8.40am** when the gate opens, and children have morning work in class. Teachers are available at the drop off door for your child if you need to pass on a quick message or arrange a meeting to discuss a concern. We encourage independence so ask parents to let their child enter school by themselves. The gate closes at **8.55am**. Please enter through the school office after this time.
- **PLAY EQUIPMENT** – for their own safety, please keep children off the play equipment in the playground or Early Years area. They have plenty of opportunity to use it during the school day!
- **NO DOGS** on any part of the site at all times (except guidance dogs).
- **GATES** – Though the car park gates are closed during drop off periods, children should be supervised and walk across the car park.
- **VISITORS** must come to the main door and sign in. This applies to **parents** too other than at the usual drop-off/pick-up times, or if staying longer than this period for a meeting/if helping.
- **PICK UP** – 3.15pm each day. Please come on to the playground to collect your child. **Parents should tell us if collection arrangements are different to usual – email/ring the office or let your child's teacher know in the morning.** We will not be able to release your child otherwise and will follow Safeguarding procedures.
- **AFTER SCHOOL CLUB** – Please collect your child from the office, unless otherwise informed by the club leader/noticeboard. Times vary – 4pm or 4.15pm. Please check the club leader or with the office.

Parking at School

Outside school is a busy place at drop off and pick up, especially the morning when lots of local traffic is also setting out for the day. We rely on your co-operation to reduce the risks to your children and road users outside our school. If you are able to walk or cycle to school, then we would strongly encourage you to do so.

If coming by car, please park sensibly in the surrounding roads and avoid the yellow zig-zag lines outside the front of school (a no-stopping zone). Traffic Wardens do patrol through the year. The school car park is not available to parents at drop-off and pick-up times.

Thank you for your help and co-operation.

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