

General Reminders

Below are some reminders about school policy relating to the welfare and safety of the children.

Many thanks for your co-operation with regard to these issues.

1) We can only administer prescribed medication. This should be brought in to school and given to Mrs Purvis in the school office and the relevant forms completed.

All children with a diagnosed medical condition should have a completed care plan in school. New guidance relating to managing medical conditions in school requires us to have confirmation of the condition from a medical practitioner.

Children with asthma should always have the appropriate inhaler in school.

2) Please remember that the school day begins at 8:50am (8:55am Nursery) and that the doors will be closed promptly at that time. Children arriving late must be escorted to the main office entrance where a member of staff will record the reason for the lateness. Children should not be left to come into school on their own as we need to know that they have safely arrived.

3) Water bottles should contain only a small amount of water (not juice) and should not be kept in school bags. Each class has a filtered water machine where bottles can be refilled during the day.

4) If your child is ill or unable to attend school for any reason please inform the school on the first day of absence. This should be followed by a note handed to the class teacher explaining why he/she has been absent when they return to school. Please remember that when absence is due to a diarrhoea and/or sickness illness children should be symptom free for 48 hours before returning to school.

We now have a separate absence phone line and messages can be left on this without the need to speak with staff. Absence information can also be given using our parentmail system.

5) It is essential that all items of school clothing are labelled with a child's name.

6) Please remember to inform us if the pick up arrangements for your child changes, particularly if they are going home with another parent.

7) Please inform us if you have an older child that is either coming to school or going home on their own.

8) Please ensure that your child comes to school with a coat every day. As you are aware the weather at the moment is very erratic and can change very quickly.

9) Please remember that children are not permitted to bring sweets to school, this includes in packed lunches. Children are permitted to bring in birthday treats to share with their classmates (not lollipops). These will be given to all children at the end of the school day so that they can be taken home to eat.

10) We are not able to distribute party invitations in school and I would ask that all invitations are given to children in the school yard at the beginning and end of the school day.

11) Please provide your child with a suitable book bag. Book bags are often stored in boxes within classrooms and some bags cause storage difficulties. We would also ask that only one key ring is attached to the bag as again this can cause problems with storage.