

# SLALEY FIRST SCHOOL

## *A Note from the Office – Spring Term 2019.*

**Attendance** - Can all parents ensure their child / children arrive at school from 8.50am as this is when the side door will be opened. Nobody is on duty to supervise the children before this time. If you arrive after 9:00am, please come to the front door where a member of staff will let you into the building.

### **Absence**

Please advise the office by 9:30am if your child is absent from school. If this absence is due to a medical appointment we will need to see a letter or appointment card in order to authorise the absence.

### **Changes to home time arrangements**

Please, wherever possible, notify the office by lunchtime if there are any changes to your child's home-time arrangements. You can do this by telephone or email [admin@slaley.northumberland.sch.uk](mailto:admin@slaley.northumberland.sch.uk)

### **Uniform / PE Kit**

We would like the children to wear a sweatshirt or cardigan, a yellow polo shirt with SFS logo; grey / black trousers/shorts/skirt and safe school shoes. PE Kits are required for all pupils in Reception to Yr 4. Please make sure they have black / blue jogging bottoms as supplied as the weather will be getting colder. Uniform can be ordered online from [www.schooltrends.co.uk](http://www.schooltrends.co.uk). All items *must* be clearly labelled with your child's name.

### **Outdoor Education**

The children who are with Mrs. O'Neill & Miss McCall on a Thursday, will need to come to school wearing their uniform, and change into outdoor clothes when necessary. They will also need to bring wellies and waterproofs with them in a named carrier bag.

### **Wellington Boots**

Please could you ensure that your child has a pair of wellies in school for playtimes and outdoor learning during this term. These need to be named and kept together with a peg.

### **Water Bottles**

Please can children bring in clearly named, sports-top water bottles to keep hydrated throughout the day.

### **Office Times**

Mrs Wilson is available from 8.30 – 1pm every day, and all day on a Monday and Thursday. Please ring or email ([admin@slaley.northumberland.sch.uk](mailto:admin@slaley.northumberland.sch.uk)) with any queries.

**Dinner Money** – The price of school dinners is now £2.40 per meal. However, currently the government are providing Universal Free School Dinners for Reception, Yr1 and Year 2 pupils.

### **Packed Lunches**

As we are a healthy school, we encourage children to bring a healthy packed lunch. This should come into school in a secure named container. Nuts, Sweets or Confectionary are not allowed (We are a 'nut free' school). Drinks should be water.

**Milk Money** – From January the price of milk this term will be £7.00. You can pay online via schoolcomms. Under 5s receive free milk. In the term in which a child reaches their 5<sup>th</sup> Birthday payment will be required.

**Medication** – If your child needs to take prescribed medication, parents must complete an official permission form before we are allowed to administer. This form is available from the school office or school website (Parent Zone).

**Changes to personal information.** Please can all parents advise the office immediately of any changes of circumstances as soon as possible, especially mobile phone numbers, email and postal address.

**Schoolcomms– Communication** –All Dinner / Milk Money/ Trips etc can be paid on a secure server, which means all communications will be via email / text.

Further information is available on the school website [www.slaley.northumberland.sch.uk](http://www.slaley.northumberland.sch.uk)