



# What you need to know about St Paul's Infant School



## The School Day

The gates into the playgrounds open at 8.30 a.m. Parents are asked to supervise their children at all times on the school grounds and are responsible for them until they enter their class. Children are not allowed to use the outside areas or adventure trail at this time. Outside classroom doors are opened at 8.45 a.m. when the bell goes. Children must be dropped off at the classroom doors between 8.45 a.m. and 8.55 a.m. The gates into school will be closed at 9.00 a.m.

8.55am	School day begins with registration
10.30-10.45am	Break time
10.45-11.00am	Assembly (Year 1 and 2)
11.55-12.55pm	Lunch time
3.00pm	Year R children finish school
3.05pm	Year 1 and 2 children finish school

### Delivery and collection of children

We are very conscious of security and have taken precautions to ensure all children are safe in school.

All visitors must use the main entrance only, where they will be asked to sign the Visitors' Book and wear a school badge to identify them as being authorised on site. Any person not wearing a badge will be challenged and may be asked to leave the premises.

Any parent arranging for their child to be collected by someone other than themselves must notify the school as soon as possible by telephoning the school office or informing the class teacher. This also applies to parents unavoidably delayed in collecting their child. Unless we receive such notification the child will be brought back into school to wait in safety until their parent is able to collect them.

Details of what your child will be doing at school within all curriculum areas during school time can be found on the school website and meetings will be held regularly throughout the year to talk about this more.



## Attendance and Absences

### Attendance/ Punctuality

- By Law, every child of school age must attend school regularly and punctually.
- Every absence, even if just for half a day, has to be accounted for.
- Local authorities, including the police, conduct checks in the local area, to support the Government drive to improve pupil attendance in school.
- Please let us know, on the first day of your child's absence, why your child is absent from school by telephoning the school office.
- All absences must be counted as "unauthorised" if we do not receive a reason. The register is taken at 9.00 a.m. Any child arriving between 9.00 and 9.20 a.m. will be recorded as late. Any pupil marked in after 9.20 a.m. will be recorded as a late unauthorised absence.
- It is really important that you get your child to school on time. Frequent absences or lateness have to be reported to the School Liaison Officer, who is authorised to follow the matter up officially and may issue a penalty notice if appropriate.
- If your child has a low attendance, or erratic attendance, you will be asked to provide medical evidence to confirm absence.
- A child who is regularly late will miss out on one of the most important learning opportunities of the day, e.g. new lesson input, explanations for further learning, etc...
- In addition, parents are not permitted to keep a brother or sister off school just because one of their other children is unwell. This is classed as a "colluding absence offence" and is also considered unlawful. Children cannot be kept off school if parents are unwell either.

## Absences for Medical Appointments

- Please notify the school office in advance of doctors / dentists / hospital appointments. Please make appointments out of school hours wherever possible. Whole day absence will not be authorised unless in exceptional circumstances.
- You will need to be given an official Pupil Pass, which is only available from the school office. You need to take this with you to prove the school has given permission for your child to be out of school during the school day.

## Leave of Absence

From September 2013 the Department for Education have amended the Pupil Registration Regulations, removing the Head Teacher's ability to authorise leave of absence for the purpose of a family holiday.

The Head Teacher may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Head Teacher, acting on behalf of the Governing Body. Each case will be judged on its merits and the Head Teacher's decision is final.

## Penalty Notice Proceedings for Unauthorised Leave

If a child has unauthorised leave or is persistently absent/ late, school will make a referral to the Education welfare officer. These referrals may lead to a penalty notice fine/ court proceedings.



## **Procedures for Illness, Accidents, Medical Conditions and Medicines**

### **Illness and accidents during the school day**

- Parents or emergency contacts will be notified if a child is unwell. Please keep the school informed of any changes to telephone / mobile phone numbers.
- A copy of the school Accident Form is sent home with your child, to keep you informed of any incidents which have required minor first aid during the school day.
- In severe situations, the school will request an ambulance and parents will be contacted immediately.

### **Medical Conditions / Medication**

- If pupils have a long term medical condition, e.g. asthma, extreme allergic reactions, epilepsy, parents are requested to notify the school and meet with a member of staff to create a Health Care Support Plan.
- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child should be given prescription or non-prescription medicines without their parent's written consent.
- Where possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. It would be helpful if parents bear this in mind when visiting their GP.
- Inhalers and epipens must be brought into school by the parent, and delivered to the school office. It is the responsibility of the parent to ensure the medicines supplied are in date.
- Medication must be in a container and clearly labelled with the child's name and class.
- Parents maintain responsibility for replacing medication when it is time-expired.
- Non-prescriptive medicines, i.e. cough sweets, lip balm etc., must not be brought into school.



## Lunchtime / Meal Arrangements

- As of September 2014, all infant aged children are entitled to have a free school meal at lunch time.
- The school needs to know if your child is having a school meal or a packed lunch.
- If you wish to change the meal option please advise the school office as soon as possible.
- A drink of water or milk is always available with the school meal.
- Children are supervised by a Midday Meals Supervisor, and we expect good table manners.
- Children are encouraged to be as independent as possible, e.g. cutting up own food, opening lunch boxes, etc...
- Meals are cooked each day in the school kitchens.

### Pupil Premium Entitlement

Although every child at St Paul's is entitled to a free school meal, additional funding for schools will be given by the Government for children who would have qualified under previous regulations for a free meal. This funding has proved invaluable in enabling school to provide additional academic support to pupils. To receive this funding we need parents to complete a form which is included in your pack, which checks whether your child would qualify for additional funding. This information is treated in the strictest confidence.

### Packed Lunches

Children are not allowed to bring sweets and chocolates into school, and the eating of sensible and healthy food is promoted. Water is provided but plastic bottles, which fit in lunch boxes, are acceptable. No fizzy drinks, glass bottles, or thermos flasks are permitted for safety reasons. All lunch boxes must be clearly labelled with your child's name and class. Packed lunches should be nutritious and healthy. We also do not allow children to bring in items containing nuts for the safety of children with allergies.



## **Break Time Food**

Children are provided with free fruit/vegetables to eat at the morning break. Children are not permitted to bring any other snacks into school.

## **"Drink to Think"**

Poor hydration can have detrimental effects on children's health, behaviour and concentration.

Water bottles can be purchased from the school office and they will be encouraged to fill these and take drinks of water throughout the day. These bottles cost £1.20.

## **Birthdays / Special Occasions**

Due to promoting healthy lifestyles and because of allergies, children are not allowed to bring in cake or sweets to be shared with the other children. We do enhance the curriculum and at times sweets/treats are given, but this is with careful monitoring and consideration of the medical needs of children in the class.

If you would still like to give a special treat to celebrate your child's birthday, you could consider contributing a book as a gift to the class from your child.



## **Uniform**

### **School Uniform**

The school colours are blue and grey. Sweatshirts or cardigans should be navy blue, with a light blue polo neck t-shirt and grey trousers/short trousers or skirt/pinafore. Girls may also wear blue check dresses in the summer. These are the only colours which should be worn in school. Uniform with the school logo on can be ordered through the "A to Z School wear" catalogue. The only logo visible on school clothing should be the school logo. Parents can order from this company at any time and the order is delivered direct to your home. You may also purchase plain uniform from High Street stores.

Children will be outside for part of every day, therefore a warm coat is an essential item of uniform.

Children are not allowed to wear make-up, nail varnish or tattoos. Hair should be neat and tidy and in an appropriate style for school (no extreme haircuts etc...) and plain hair bands / accessories may be worn. Please can we ask that no large bows are worn in hair.

### **Book bags/ hats**

The school office sells peaked caps embroidered with the school logo for the summer months. We request that all parents buy a book bag from the office; we unfortunately do not allow other types of bags in school. We do not allow key rings/toys to be attached to the book bags.

### **Shoes/ Socks**

Shoes should be black or navy blue. Sandals should support the foot properly and may be black, brown or white. Please avoid those with laces. Velcro fasteners are easier for children to use and safer. Boots and trainers are not permitted. All shoes must have a low heel for safety reasons. Children arriving at school in inappropriate shoes will be asked to change into their plimsolls. Children should wear plain grey, navy or white socks/ tights.

### **PE Kit**

PE kit should be kept in their named drawstring bag provided by school. Children will work in bare feet in the Hall for PE. Children should wear navy blue or black shorts and a white t-shirt. In Years 1 and 2 children should also bring in a tracksuit for outdoor PE. Plimsolls or trainers must be worn for outside PE.

### **Nearly New Uniform Sales**

We have a stock of nearly new uniform which can be purchased from the school office. Donations of good quality items will always be welcome.

Please label every item with your child's name as school cannot accept responsibility for the loss of personal items.



### **Jewellery and watches**

Jewellery and watches must not be worn to school in case they are lost, damaged or cause injury. "SOS" pendants can be worn for medical reasons, but the school must be informed and the parent/carer must complete a form. There are exceptions to this rule regarding religious items that need to be worn by children, please speak to a member of staff to discuss this issue.

If your child has pierced ears, for safety reasons studs are the only type of earring permitted. These studs must not be worn for PE. As staff are not permitted to remove studs, your child must be able to do so for themselves and, if not, the child must not wear studs to school on days when there is a PE lesson. In reception, for children's safety, we request that children do not wear earrings at all as a lot of the curriculum is very physical.

Please make sure that if your child is having their ears pierced this is done in the summer holiday, not in term time.

### **Toys and Money**

Money must only be brought into school for specific purposes. Toys must not be brought into school unless requested by the class teacher for a special event.



## How adults can support their children and school

We offer many opportunities for you to come into school to support your child's learning in the best way. We feel it's really important for you to become part of the school community. We have a thriving PTA which organises a range of events throughout the year and again we would encourage you to join, if you are able.

It is vital to keep the school informed of changes of address and contact numbers, especially mobile phone numbers. In addition, please keep us informed of any changes in family circumstances which might affect the happiness and welfare of your child.

Please at all times follow the Home-School Agreement which you signed as part of the Induction Pack. It is vital that parents support our Behaviour Policy. We have very few rules and they are designed with the children's welfare in mind.

Please could you return borrowed books promptly. Within the home school agreement you agree to read with your child at home and fill in the Contact Book. We expect children to read with an adult at least 3 times a week at home. Please teach your child to take good care of books, if books are lost or damaged we will ask you to pay for a replacement.

Your child will bring home various learning activities throughout the year and we ask you to support your children regularly with these.

We would also ask you to adhere to the following rules:

- Do not smoke/vape anywhere on the school site.
- Do not bring dogs onto the school site.
- There are parking restrictions signposted outside school which must be followed.
- Please park considerately when delivering and collecting children.
- Parents are not permitted to park in the school grounds at any time. Please also be considerate to the neighbours of our school when parking.
- Please do not use the entrance of the school to turn vehicles around in.

