

INFORMATION FOR NEW PARENTS June 2009 Update

Staff

Mr Dale Burr – Headteacher

Miss Kasia Wojewodka – Deputy Headteacher and Year 1 teacher

Mrs Gillian Jones – Foundation Stage teacher

Mrs Denise Barkham – School Bursar

Starting arrangements – INFORMATION HAS CHANGED SINCE JUNE 2009 PLEASE SEE JULY UPDATE

All children who are 5 during the academic year start school in September in the Reception class. After a settling in period of 3 mornings, children whose birthdays fall between 1st September and 31st March begin school full-time. The remaining children start part-time until Christmas and become full-time in the January term. We do have a flexible approach to the admission arrangements for our summer-born pupils and are happy to work in partnership with parents to ensure the smoothest transition into our school.

If your child's 5th birthday falls between:

1st September – 31st March: Full-time education from Monday 7th September (morning only for Thursday 3rd and Friday 4th).

1st April – 31st August: Part-time until Christmas then full-time in January.

Induction

Both Mrs Jones and Miss Wojewodka will be visiting local schools and pre-school settings to meet the new children before September. Please speak to them about any concerns/questions you have at the end of the meeting.

School Uniform, Book and PE Bags

We consider it important that our pupils are smartly dressed and strongly encourage pupils to wear school uniform. Parental support in this respect is greatly appreciated. The uniform consists of:

Boys

Black shorts or trousers

Black shoes

White polo (with or without the school logo)

Purple sweatshirt or fleece with the school logo

Girls

Black skirt or trousers

Purple summer dress

Black shoes (low heels)

White polo (with or without the school logo)

Purple sweatshirt/fleece/cardigan with the school logo

PE kits should be kept in school throughout the school week and consist of:

Black shorts/skirt

White t-shirt

Daps/plimsolls/trainers

Uniform is available from National Schoolwear Centre, The Arcade, Brunel Centre, Swindon, SN1 1LF (01793) 520843

School timings

At the next Full Governing Body meeting (16th June) we will agree the school timetable. Details will be available in the July update.

Collecting your child at the end of the school day

Children in Foundation Stage and Year 1 are not allowed to leave the class teacher until you are there to collect them and the class teacher has seen you. If another family member, friend or another child's parent is going to collect your child at the end of the day please inform the class teacher when you bring your child into school in the morning. If collection arrangements change during the school day please let the school office know so that a message can be passed on to the class teacher on your behalf.

Morning Break Time

All children receive a portion of fresh fruit or vegetable under the Government Scheme. Your child may also if you wish bring a small healthy snack in from home; however we will be following the Healthy School Guidance and ask that children do not bring in chocolate, crisps or sweets.

Lunches

Children may go home to lunch, bring sandwiches or pay for a cold lunch option. If your child brings sandwiches, these should be brought to school in a closed bag or lunchbox. Water is available for every child during the meal but most parents provide a drink (no fizzy drinks please). For safety reasons drinks must not be in a glass container. We do not permit sweets as part of the school lunch; neither do we allow any products containing peanut butter.

Children are supervised at lunchtime by our team of Midday Supervisory Assistants.

School Milk

Milk is available through 'COOL MILK'. A form is included in the pack or you can apply online at www.coolmilk.com. Children under 5 do not pay for milk but must be registered on the scheme in order to receive their free milk.

Term dates

In your pack you will find a copy of the dates for the 2009/10 academic year. We have circled the teacher training days on which the school will be closed to children.

Attendance and school holidays

Following changes in the law, new regulations regarding attendance will be effective from September 2009. From that date:

Schools may agree up to 10 days "holiday leave" in special circumstances such as:

- For service personnel and other employees who are prevented from taking holidays outside term time **if** the holiday will have minimal disruption to the pupil's education; and
- When a family needs to spend time together to support each other during or after a crisis.

Holidays which are taken for the following reasons **should not be authorised**:

- Availability of cheap holidays;
- Availability of the desired accommodation;
- Poor weather experienced in school holiday periods; and
- Overlap with beginning or end of term.

The Local Authority expects a school to consider the negative impact any absence can have on a child's academic progress, even if a child's attendance is good, for example at 95% or above. (Section 59 Guidance on The Education (Pupil Registration) (England Regulations) 2006).

Holiday request forms will be available from September.

Absences

If your child is unwell please let the school office know by 9.30 a.m. on the first morning of absence. When your child returns to school we ask that you confirm the reason for absence in writing. Children should not be in a school setting until 48 hours after diarrhoea and/or vomiting has ceased.

First Aid

School staff will administer minor first aid if your child has a fall or bump. It is school policy to inform parents whenever a child has a knock to the head no matter how minor so please do not be alarmed if you receive a call. We will also contact you if we believe your child needs medical attention or if they appear unwell during the course of the day and need to go home. A school accident book is kept to record all incidents.

If your child has a course of prescribed medication that has to be taken during the school day a form (available from the school office) must be completed prior to any medication being given by school staff. Please note that no member of staff is under any obligation to administer medication to a child – but they are usually quite happy to help. All medication (other than asthma inhalers) must be given either to the class teacher or left in the school office. We are unable to administer any non-prescribed medication to children under any circumstances.

Contact Numbers

It is important that you keep us up to date with details of how we can contact you during the school day. Please inform us if either your home telephone number or mobile phone number changes – this of course also applies to anyone who you list as alternative contact on the school registration form.

Car Parking

There are no parking facilities within the school grounds. If you have to use a car to bring or to collect your child please show consideration to our neighbours and do not block driveways etc.

After-school care

We are currently in negotiation with The Big A Club for after-school care. If this is a service you are planning to use please let me know as soon as possible to help negotiate a good rate.

Clubs

We plan to run a range of school clubs that change on a termly basis. Letters giving full details of clubs, days, times etc are sent out at the beginning of each term.

Volunteers in school

We are always happy to hear from any parent who would like to help out within school. As part of our child protection procedures all volunteers must undergo a Criminal Record Bureau check. Forms are available from the school office and the School Bursar will be more than happy to help you complete the form.

Workshops

Once your child has started school we will provide a comprehension induction programme for parents. Details of these workshops will be available in September.

Forms

We ask you to complete the registration form included in the pack, so we can begin the process of inputting data onto our systems. If possible, please provide an email address so we can electronically send you a July and August update.

Contact details

Until the temporary classrooms have been constructed, contact can be made via email: dburr@swindon.gov.uk or by telephoning Swindon Borough Council on 01793 46387. We will notify all parents as soon as we have a telephone line and website address.