

**ACADEMIC YEAR 2023/2024**  
**SOME USEFUL DAY-TO-DAY INFORMATION FOR PARENTS AND CARERS**

**Getting off to a good start**

All of our lovely staff are available for minor queries and messages for a few minutes every morning from 8.40am and for ten minutes during dismissal at home time. After the morning bell, teachers will take the class in and your children will say goodbye to you. If you have any further queries or have not had time to talk to the teacher PLEASE could you direct queries to Teaching Assistants or the Head Teacher or Deputy who will often still be on the playground. On rainy mornings, please bring children to the exterior classroom doors, where they will be received by staff and brought into class from 8.45am KS1 & 2/8.50am F2. Main playground bell is 8.45am and KS1 playground bell is 8.50am. The Nursery door opens at 8.45am.

**Gates in the morning**

Gates available for entry are the pedestrian gate on Glapton Lane (near Nursery), Meadow farm Lane and Green Lane. A member of staff should be available on the gates to greet you and answer any minor queries. Your children remain your responsibility until the bell rings and then responsibility transfers to school staff. The gates will be opened by staff at 8.30am.

**Bikes and Scooters**

Bikes and scooters **must** be dismantled at gates and must not be ridden on the school grounds. This includes nursery children too. Bikes and scooters must be parked in racks before the bells.

**A smooth finish to the day**

If your child is to go home with another parent/carer (e.g. for tea or to play) please can you let your child's teacher or Breakfast Club staff know that morning (either by speaking or by note in the partnership book). If you are not the person bringing your child into school that day, please ask the parent/carer who is bringing them into school to let the teacher know that there is a note in the partnership book. The office can only take messages in exceptional circumstances or emergencies. This is to avoid interruptions in the classroom and to save valuable administration time. Could you please also make sure that the parent/carer your child is going home with has a contact number for you because school cannot share the details they have in school. Although it may be a little awkward, we are not allowed to dismiss pupils to anyone that is not a named contact without this information being passed to staff. Please try to be understanding.

**PLEASE READ OUR ARRIVAL AND DISMISSAL POLICY**

**Toys**

Please leave all your teddies and other toys at home and look forward to giving them a cuddle at home time. Unfortunately, they can get lost or damaged at school and you will be too busy with all your exciting learning to look after them.

Please do not attach any toys or other items to book-bags with key-rings, as they won't fit in your child's tray!

**Looking smart in school uniform**

School uniform with logo on the outer garment should be worn at all times. Keep nail polish, spiky hair-dos, jewellery (apart from plain stud or sleeper earrings on non-PE days), fancy hair accessories, heels or boots for the weekend! Please make sure your child has a white polo top with a logo for their outerwear in the Summer Term unless they are wearing a red summer gingham dress. Black, smart school shoes are the only acceptable footwear and open toe sandals are not allowed for health and safety reasons. Hair bands and bobbles should be red, red gingham, black, grey, or white only.

### **Ear-rings**

Plain stud or sleeper earrings may only be worn on non-PE days. Please check your child's PE days and remove any earrings before school. This will prevent any loss of earrings removed at school. The only earrings that can be taped are those in the first six weeks of piercing.

### **Partnership Book**

Please remember to use your child's Partnership Book and take advantage of the weekly page to pass on or receive messages. The Partnership Book also includes key dates and events, so please look in here or on our website for details, rather than ringing the office.

Children in years 2 to 6 will need to alert the teacher to any notes in the partnership books.

### **Collection from After School Activity Clubs**

If your child has fun in one of our many after school clubs then you will need to collect him or her PROMPTLY at the end of the session. The club organiser will bring your child to the Glapton Lane Nursery Pedestrian Gate and pass them safely to you. Everyone needs to agree to this policy to secure their child's place in a club.

### **Administration of Medicines**

A consent form, available from the office or website, needs to be completed and to accompany any medicine administered in school. All medicine must be clearly labelled with your child's name, in date, original packaging with clear dosage instructions or prescription.

### **Water Bottles**

Children should have a labelled water bottle in school every day. This should be filled with fresh water. Juice, Cordial or other drinks are **not** permitted under the DFE Food Standards for Schools. If your child requires an alternative drink for medical reasons, we will need a Doctor's note. Children bringing juice will always be given water and asked to take their juice or squash safely back home.

### **Lost Property**

If your child has lost an item of uniform please could you let your child's teacher know in the first instance (either by speaking to or by note in the partnership book) who will then be able to look in the classroom/cloakroom for you. If the item cannot be found then your child will be asked to look in the lost property during the school day. To make sure that lost items are reunited with your child, **please make sure all their personal items are clearly named**. Don't worry; lost items that cannot be found immediately often turn up within a day or two!

### **Dinner Money**

Dinner money can no longer be sent to school. Please ensure you have downloaded and can use the School Gateway App to pay for dinners. Details are available by ringing the school office. Children in FS2 (Walnut and Juniper), Y1/2 (Willow, Chestnut and Beech) will all be staying for a free school lunch. Menus are on the website.

### **Mobile Phones**

Mobile phones are not permitted in school but we do understand that some children may have a phone if travelling to and from school unaccompanied. These must be turned OFF before entering the site and handed to class teacher for safe storage. They must not be turned on until your child has left the school site. Phones found in use will be confiscated and returned to the child's parent or carer only.

That is all for now, hope it is helpful.

Keep this note handy for future reference! It is also on the website.

The Glapton Team