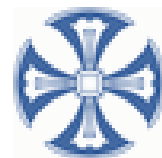


## ST DUNSTAN'S, CHEAM, C OF E PRIMARY SCHOOL

### USEFUL INFORMATION FOR PARENTS – SEPTEMBER 2019



The School Office is here to help ensure the smooth running of the school. We are always looking to improve on how we support you and your families. There are a number of ways that you as parents can assist us to operate as efficiently as possible.

For parents who are new to the school we hope that this document will answer any questions you may have regarding day to day administration as well as a number of other issues. For other parents we hope that this document will serve as a reminder.

#### **Communicating with the Office**

There are a number of ways to contact us here in the office.

**In Person** - Office hours are 8.30am – 3.30pm.

**By Phone** – members of office staff can be contacted on the main school number 020 8642 5463 option 7

**By email** – members of office staff can be contacted on the general email address which is [office@stdunstans.sutton.sch.uk](mailto:office@stdunstans.sutton.sch.uk)

**Via ParentPay** – Mrs Mellor can be contacted via ParentPay.



#### **Change of Contact Details**

We update our records annually, however, it is very important that you keep us informed, in writing, of any changes to contact details for yourself, your family or other adults for whom we hold details. Please use the Change of Contact details form which is available from the School Office and also on the school website under the “Information Section” – Forms to Download.



#### **Requests for Absence during Term Time**

If you need to request absence for your child/children from school you must complete the relevant form which is available from the School Office and on the school website under the “Information Section” – Forms to Download. This should be returned to the School Office with a covering letter explaining the reasons for the request to take your child/children out of school.

Whilst we strongly discourage **any** holiday absence during term time, there is a minimum requirement of 2 weeks' notice for your request to be considered.

Please note that only in **exceptional circumstances** will authorised leave be granted. If leave is not granted any absence will be recorded as **unauthorised** for attendance purposes.

*Requests for leave of absence during SATs week in May are not permitted.*

#### **Walking to/from School without an Adult (Years 5 and 6 only)**



At the beginning of the Autumn Term a letter is circulated to all children in Years 5 and 6 regarding walking to/from school. If your child is going to be walking to school unaccompanied you **must** return this form to school stating which days your child will be walking to school without an adult.

This information is stored on the front of the class register and when registers are returned to the School Office after morning registration, they are checked to ensure that all children are accounted for (either present at school or a message having being received regarding absence).

If your child is walking home from school without an adult please advise which days. Please note that children are not allowed to walk home without an adult if they are attending an after school club.

### **Sickness**

If your child walks to school unaccompanied and is unwell and unable to attend school it is **essential** that you call the School Office every day so that we know that they are safely in your care.



In the event of sickness/diarrhoea, children must be kept at home for **48 hours** from the last episode of sickness or diarrhoea. It is important that this rule is followed by everyone to ensure that illness is not spread through the school.

When your child returns to school following absence, please also send in a note to the class teacher explaining the reasons for absence. (We do need this information in writing even when you have phoned).

### **Medical Appointments during School Hours**

There have been an increasing number of people taking their children out of school for medical / dental appointments. Whilst we understand that it is not always easy to get appointments before or after school we would appreciate it if, as far as possible, appointments are made outside of school hours.

### **Lateness**



Towards the end of last term a number of children were arriving at school late on a regular basis. Lateness often upsets children and also causes disruption to learning.

Children who arrive between 8.46am and 9.20am will receive a late mark. If your child arrives after 9.20am they will be marked absent and will have a half day unauthorised absence recorded.

Please be aware that the Local Authority check all registers for lateness and absence on a termly basis.

### **Change of Pick Up Arrangements**

If you know that there are going to be changes to your child/children's usual pick up arrangements (even if they are being picked up by another parent who is known to the school) put a note in your child/children's home/school book that morning. Please do not call the office with changes to pick up unless it is unavoidable. Thank you.

### **Late Pick Up**

Please make sure that you pick up your child/children promptly at the end of the school day or after school clubs. We appreciate that on some occasions you may become unavoidably delayed. If this is the case please contact the School Office so that they can inform the Class Teacher (s).

### **PE/Swimming Kits**

PE kits are sent home at the end of each half term for washing. Please ensure that these are returned on the first day of term to ensure that children are ready for PE lessons.

If your child is having swimming lessons they must remember to bring their swimming kit with them to school. In exceptional circumstances we may be able to provide swimming kit but, as you appreciate, we have a limited supply of costumes and towels and from our experience children prefer to wear their own kit.

### **Changes to Lunch Arrangements**

A letter is sent out at the end of each full term asking for any changes to meal patterns. Any changes should be requested at this time.

### **Music Lessons**

If your child has lessons with one of the peripatetic teachers, please liaise directly with them regarding any queries. Times of music lessons are displayed within school as a reminder for the children.



### **Clubs run by External Providers**

If you have a query regarding any clubs that are run by external providers (Chess, Ballet / Jazz, Lingotots, Gym, Sewing and SG Sports) please contact the organiser of that club directly.

### **Lunch Payments/Trip Payments**

Payments for lunches and trips are made via Parentpay. Prompt payments are appreciated. Thank you.

### **School Car Park**

The school car park is for staff, blue badge holders and visitors to the school. If you are in school as a parent helper or are coming to pick up your child if he/she is unwell, you are welcome to use the school car park. Please use the Intercom for entry.

### **Helping in Class**



If you would like to help in class you must attend a Parent Helper meeting. There will be meetings in September/October. You will be notified of the dates and times in the Newsletter. Anyone wishing to help in class must obtain a school DBS check. Due to processing costs it is important that anyone wishing to volunteer is able to help on a regular basis i.e. at least once a fortnight.

### **Uniform**

Details of summer and winter school uniform can be found on the website.

Items that carry the school logo such as gold coloured PE tops, blue school polo tops, yellow sweatshirts (Nursery and Reception), navy sweatshirts/navy school cardigans (Year 1 and upwards), waterproof fleeces, summer caps and winter hats can all be purchased online at [www.stitchdesign.co.uk](http://www.stitchdesign.co.uk)

Items such as grey shorts , navy skirts and pinafores, butcher blue cotton shirts (winter uniform) and summer dresses as well as grey trousers (Year 6 boys only) can be purchased in high street stores/supermarkets. Please note that the girls' summer dresses should be light blue check and **not** navy.

Blazers – blazers are an optional item of school uniform and plain navy blazers can be purchased from high street stores. Badges for these can be purchased online.

We currently hold a stock of infant book bags in the School Office. Infant book bags cost £4.00.

### **Medicines/Self Medication**

Under **no circumstances** should any child bring any medication (tablets, cream, throat lozenges etc) to school either in their book bag or lunch box.

If your child needs any medication administered during the school day, please discuss this with the School Office.

### **Cycling to School**



Children must be accompanied by an adult when cycling to and from school, until they have evidence of gaining the Cycle Training Award.

If you would like your child to cycle to school you need to come to the Office and complete a Cycling to School Form. It is essential that this is completed before cycling to school. There are a limited number of spaces to park bicycles and these will be allocated on a first come first served basis.

Anyone cycling to school ***must*** wear a cycling helmet.

The Cycling to School Agreement can also be found on the website under the “Information Section” – Forms to Download.

### **Mobile Phones**

Only children in Years 5 and 6 who walk to school unaccompanied are permitted to bring named mobile phones in to school. Children and Parents must sign and return a Mobile Phone School Agreement. This Agreement can be downloaded from the website and can be found in the “Information Section” – Forms to Download. Phones will be locked away by the Class Teacher and kept until the end of the day. The school cannot accept any responsibility for loss or damage.

### **Jewellery**

Watches are permitted at school. If your child/children have pierced ears they are only permitted to wear stud earrings. For safety reasons if, for any reason, your child is unable to remove their earrings for PE you must provide medical tape to cover the earrings which the children must be able to independently cover their earrings with. Please note no other jewellery (including charity bands) should be worn to school.

### **Nail Varnish/Hair Styles**

Children are not permitted to wear nail varnish in school. If your child has long hair it should be tied back.

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We hope that you find this document useful. You will find a copy on the website under the “Information Section”.