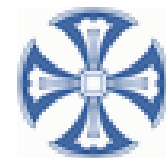


## ST DUNSTAN'S, CHEAM, C OF E PRIMARY SCHOOL



### **USEFUL INFORMATION FOR PARENTS – SEPTEMBER 2021**

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 Classes**

We would like to encourage you to communicate directly with your child's class teacher directly by using the class email address as shown below.



[Sun@stdunstans.sutton.sch.uk](mailto:Sun@stdunstans.sutton.sch.uk)  
[Moon@stdunstans.sutton.sch.uk](mailto:Moon@stdunstans.sutton.sch.uk)  
[Earth@stdunstans.sutton.sch.uk](mailto:Earth@stdunstans.sutton.sch.uk)  
[Pluto@stdunstans.sutton.sch.uk](mailto:Pluto@stdunstans.sutton.sch.uk)  
[Venus@stdunstans.sutton.sch.uk](mailto:Venus@stdunstans.sutton.sch.uk)  
[Neptune@stdunstans.sutton.sch.uk](mailto:Neptune@stdunstans.sutton.sch.uk)  
[Mercury@stdunstans.sutton.sch.uk](mailto:Mercury@stdunstans.sutton.sch.uk)  
[Jupiter@stdunstans.sutton.sch.uk](mailto:Jupiter@stdunstans.sutton.sch.uk)  
[Saturn@stdunstans.sutton.sch.uk](mailto:Saturn@stdunstans.sutton.sch.uk)  
[Phoenix@stdunstans.sutton.sch.uk](mailto:Phoenix@stdunstans.sutton.sch.uk)  
[Delphinus@stdunstans.sutton.sch.uk](mailto:Delphinus@stdunstans.sutton.sch.uk)  
[Orion@stdunstans.sutton.sch.uk](mailto:Orion@stdunstans.sutton.sch.uk)  
[Pegasus@stdunstans.sutton.sch.uk](mailto:Pegasus@stdunstans.sutton.sch.uk)  
[Unicorn@stdunstans.sutton.sch.uk](mailto:Unicorn@stdunstans.sutton.sch.uk)  
[Hercules@stdunstans.sutton.sch.uk](mailto:Hercules@stdunstans.sutton.sch.uk)  
[Aquila@stdunstans.sutton.sch.uk](mailto:Aquila@stdunstans.sutton.sch.uk)  
[Cygnus@stdunstans.sutton.sch.uk](mailto:Cygnus@stdunstans.sutton.sch.uk)

As the class teacher will be engaged in learning with the children throughout the day, an immediate response is not possible but you will receive a response within 24 hours.

Please be aware that only parents/carers can e-mail the staff; e-mails from children will not receive a response.

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

There are a number of ways to contact the School Office.

##### **By E-mail –**

For general queries [office@stdunstans.sutton.sch.uk](mailto:office@stdunstans.sutton.sch.uk)

For school lunches: [schoollunches@stdunstans.sutton.sch.uk](mailto:schoollunches@stdunstans.sutton.sch.uk)

For admissions queries (Nursery/Reception): [admissions@stdunstans.sutton.sch.uk](mailto:admissions@stdunstans.sutton.sch.uk)

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

**Blue Box** – the blue box at the front of the school can also be used to submit paperwork to the school.



It would be appreciated that the above methods of communication are used in the first instance. Should you need to visit the school office, please be aware that parents will only be admitted one at a time to prioritise everybody's safety.

### **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 can be requested to be sent home via your child and is 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 can be requested to be sent home via your child and on the school website under the "Information Section" – Forms to Download. This should be returned to the School Office via your child/email/blue box 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 by email or via your child, 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 is unwell and unable to attend school it is **essential** that you call/email 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).

## Covid-19

Please ensure you are following all safety measures with regard to Covid-19 and be extra vigilant with symptoms. Children (under 18) do not need to isolate unless they test positive for Covid-19 or have symptoms, so being extra vigilant is especially important at this time.

Should your child test positive for covid-19, please ensure you inform the school as soon as possible.

## 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



Lateness often upsets children and also causes disruption to learning.

Children who arrive between 8.46am and 9.15am will receive a late mark. If your child arrives after 9.15am 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 rare 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.

## 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. Unfortunately, we are unable to make changes at any other times unless it relates to extenuating circumstances. To request a change at the end of term, please email: [schoollunches@stdunstons.sutton.sch.uk](mailto:schoollunches@stdunstons.sutton.sch.uk).

## **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 in advance are appreciated. All lunch accounts should remain in credit as it is expected that you top up in advance. Continuous late payments could mean that we will be unable to provide a meal until the debt has been cleared.

If you are experiencing some financial challenges, please contact either Ms Corby (Headteacher) or Mrs Major (School Business Manager)

## **School Car Park**

The school car park is for staff, blue badge holders and visitors by arrangement with the school. If you 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.

## **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 only) can be purchased in high street stores/supermarkets. Please note that the 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 £5.00.

## **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 where you will be asked to complete the relevant consent forms.

## 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 request 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 these should be removed prior to school on PE/swimming days. 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 must be tied back.

\* \* \* \*

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