



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



USEFUL INFORMATION FOR PARENTS – SEPTEMBER 2024

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.k

Communicating with the Class Teacher

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



Sun@stdunstanscheam.co.uk
Moon@stdunstanscheam.co.uk
Earth@stdunstanscheam.co.uk
Pluto@stdunstanscheam.co.uk
Venus@stdunstanscheam.co.uk
Neptune@stdunstanscheam.co.uk
Mercury@stdunstanscheam.co.uk
Jupiter@stdunstanscheam.co.uk
Saturn@stdunstanscheam.co.uk
Phoenix@stdunstanscheam.co.uk
Delphinus@stdunstanscheam.co.uk
Orion@stdunstans@cheam.co.uk
Pegasus@stdunstanscheam.co.uk
Unicorn@stdunstanscheam.co.uk
Hercules@stdunstanscheam.co.uk
Aquila@stdunstanscheam.co.uk
Cygnus@stdunstanscheam.co.uk

Please be aware that there are certain protocols which need to be followed for safeguarding reasons:

- Only parents/carers can email the staff; emails from children will not receive a response.
- E mails will only be responded to if relating to tasks set; general queries should still be sent to office@stdunstanscheam.co.uk

Communicating with the School Office

There are a number of ways to contact the School Office

By email:

For general queries: office@stdunstanscheam.co.uk

For admissions queries: admissions@stdunstanscheam.co.uk



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

As you will be aware, we have been trialling a Google Form for reporting absences from school which we have found to be very successful. The form has been slightly amended and the link for this is <https://www.stdunstans.sutton.sch.uk/contact/pupil-absence-form>.

If your child has an appointment during the day, please ensure you advise the school office via the google form the time you will be picking up/collecting your child and if this will affect their school lunch.

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 for children in Year 2 and Year 6

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's class teacher, 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

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.



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 ensure that you sign your child in by using the electronic signing in system in the main school reception.

Please be aware that the Local Authority checks 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.**

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

Children will be wearing their PE kits to school on the days they have PE.

As the weather gets colder navy tracksuit bottoms and an additional navy sweatshirt could be worn on PE days.

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. If there is a need to make a change at the end of term, please email: office@stdunstanscheam.co.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, Sewing, Cheerleading and CASC Sports) please contact the organiser of that club directly. Information and contact details can be found on the schools website.

Trip Payments

Trip payments are made via ParentPay. We do ask that payment for trips is made promptly.

If you have any difficulty making the payment for financial reasons, please do contact Mrs A Mann, Headteacher as financial support may be available.

School Car Park

The school car park is for staff, blue badge holders and visitors to 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.

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 and we ask that you pay for this. The cost for this is currently approximately £15.00. It is important that anyone wishing to volunteer is able to help on a regular basis i.e. at least once a fortnight. If you are unable to visit the school for more than 3 months, your DBS is no longer valid and so you will be unable to continue volunteering.

Uniform

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

Items that carry the school logo such as blue school polo tops, 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

Items such as grey shorts, navy skirts and pinafores, butcher blue cotton shirts) 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.

We hold a stock of infant book bags in the School Office. Infant book bags currently cost £5.00 but once our current stock is used up the new price for an infant book bag will be £6.50. We only accept cash payments for book bags.

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 school 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 into 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”.

The School Office Team are here to support you as your child(ren) embark on their learning journey through the school. If you have any feedback/suggestions, please do not hesitate to contact us.