

PENCIL CASES

The school will provide all pencils, coloured pencils, pens etc. therefore pencil cases are not required here, but they are great for home to encourage homework completion.

WATER BOTTLES

Children should bring their water bottle each day; bottles should contain water only as they are for hydration – flavoured water/fruit juice is not allowed.

NEWSLETTERS/COMMUNICATION

You will receive a weekly newsletter either by hand or emailed to you. Newsletters are also available on the school website, <http://www.sproatleycevcprimary.co.uk/>

Please check the newsletters as they will have up to date information about the coming week or weeks.

The school also uses text messaging to contact you e.g. to check about an absence, remind you about dinner money or to contact you in an emergency. Please ensure that we have an up to date mobile number and that we have the correct first contact.

If you need to get a message to a member of the classroom staff you can use the absence reporting line or you can leave a message with the office staff and classroom staff will get back to you. Please remember that first thing in a morning staff are getting their classroom ready for the day's teaching so they may not get back straight away so please stress if the message is very urgent.

Please do not come into school by the children's entrances, as we need a record of everyone in the building at all times. It is vital that all visitors come into school through the main entrance, even if it is just to pass on a quick message.

*Through our Christian Values- Friendship, Compassion & Trust:
We "Encourage, Build & Hope together...no one left behind."*

1 Thessalonians 5-11



DAY TO DAY ROUTINES – A Guide for Parents.

UNIFORM

Our uniform is:

Grey shorts, trousers, skirt or pinafore dress

White shirt/polo shirt or blouse

Red and white gingham dress

Red cardigan or sweatshirt (available from school)

Red and silver striped tie (optional & available from school)

Children should not wear fashion items as part of the school uniform.

FOOTWEAR AND TRAINERS

We request that children have flat, black school shoes and do not wear trainers, even black trainers, as school shoes. Children should bring a change of indoor footwear (plimsolls are fine) if they are coming to school in furry boots or calf/knee length boots.

Indoor PE lessons should be done in bare feet – except indoor games lessons such as unihoc where bare feet would be a risk.

Children **with veruccas are not putting others at risk as they can only be spread on a wet surface** i.e. at a swimming pool

JEWELLERY

The only jewellery worn in school should be watches and stud earrings. Other jewellery should be left at home for Health & Safety and for security. Bands such as friendship bands etc must not be worn. Staff will ask children to remove jewellery and will look after it for the children, however, we take no responsibility for lost jewellery as it should not be worn in school.

If children wear earrings they should be studs or small sleepers. Earrings and watches must be removed for PE lessons. If earrings are in newly pierced ears then a plaster must be brought to cover them. If children cannot take their own earrings then they should not wear them on days when the class has PE/Dance. Please teach your children to take earrings out rather than use plasters.

Children should not wear nail varnish or any make-up.

HAIR

Children with long hair must have it tied back or put up. This reduces the risk of head lice and is essential for health and safety reasons in PE and dance.

PE KIT

Kit should be brought in on a Monday and remain for the rest of the week. We have some old spare T shirts and shorts for emergencies. If children do not have kit we will send you a letter to keep you informed. An additional warm PE kit is essential for the outdoor lessons in the colder months, however long trousers must not be worn for indoor PE as they are a health and safety risk.

Our school PE kit is a white T shirt or Polo shirt and black shorts, children should not wear football team shirts for PE. (Foundation children may wear other plain shorts as black shorts are not always available in very small sizes)

ACCIDENTS AND INJURIES

If we feel your child has an injury more serious than the usual bumps and scrapes we may phone you to let you know and we record these incidents in an accident book.

Where there is a bumped head we will send home a letter and may also phone you if we judge that you may want to collect your child.

ABSENCES/END OF SCHOOL DAY

If your child will be absent or late please let us know on the absence line on the phone system. This is available 24 hours and saves time in that you can ring at your convenience and therefore the school phone is not tied up first thing in a morning with phone calls about absences. The main switchboard is only available between 8.30 and 5pm in term time. If you are collecting children during the school day for appointments or are changing the usual arrangements for your child at the end of the school day, please let us know with a note to the classteacher or call at the school office.

REGISTERS/DINNER MONEY

Registers are taken at 9.00am children arriving after 9.05 are classed as 'late' and will be marked late on the register. If a child arrives after 9.30 and we have not been notified e.g. a doctor's appointment then this will be classed as an unauthorised absence. The Education Welfare Officer may issue a penalty notice where unauthorised absences are high.

Dinner money should be sent in on a **Monday morning** even if it is to book occasional meals later in the week. All money should be sent in a sealed, labelled envelope as classroom staff do not check this money, it goes into a basket which is taken straight to the office. All school meals must be paid for in advance. Should your child forget their packed lunch we can provide a school meal for £2.20