



Preston Candover CE Primary School

Preston Candover, Basingstoke, RG25 2EE

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Headteacher: Mrs. Simrit Otway

School Procedures/Protocols

School Uniform

School Uniform order forms are available from the school office or can be downloaded from the website. Please label **all school uniform clearly with your child's name.**

PE kit

Please ensure that your child has a PE kit with them Monday to Friday. We do not want children unable to access this part of the curriculum because they do not have the necessary kit. It is your child's responsibility to make sure their kit is in school and we encourage that you support them with this. We will not make phone calls home to request forgotten PE kits to be brought in.

We prefer pupils to wear trainers as they are more supportive than plimsolls. Jewellery eg. earrings, should be removed or covered with tape for PE lessons.

School Dinners

All children in Key Stage 1 are entitled to a free school meal. For all other children dinners are £2.15 per day (£10.75 per week) and are payable in advance via the schools online payment system. Please contact the school office if you would like to receive an access code. If there are any changes to dinner arrangements please let the office know. All children automatically have a dinner account. Please ensure that your child's account remains in credit. If your child is in credit and for any reason does not have a school dinner on the particular day the money for this meal will be carried over until your child requires it. Please discuss the menu with your child so they know what meal option to choose. The school cook is only able to provide the publicised meals.

Holidays during term time

Since September 2015 all schools have been required to work with Hampshire County Council to take legal action if:

- Your child has unauthorised absence for 10 or more sessions.
- Your child is continually late to school and this lateness is unauthorised for 10 or more sessions.
- Your child has any unauthorised absence during any formal examinations, assessment or testing.

(Each school day is two sessions)

Further information about holidays during term time is on the school website. Please see our attendance policy.

Reporting illness

It is a legal requirement that we record all absences. If your child is ill we ask that you call the office before 9.30am. If we do not hear from you we are obligated to call you. You will need to call the office before 9.30am every day your child is absent through illness unless you advise us on the first day how long they are likely to be away from school. Please explain the reason for their absence **in writing on their return to school**. You must do this even though you have phoned us.

Contact details

Please remember to keep us informed of any changes to your contact details; in particular any changes to mobile phone numbers, home addresses, email addresses, emergency contact details.

Newsletters

Newsletters are emailed to all parents where an email address has been provided and can also be found on the school website.

Water

We encourage children to bring in a named, spill-proof bottle of drinking water. Experience tells us that children learn best when they have access to drinking water. Juice is not allowed during the day, the main reason for this is to reduce sticky spillages. Please do not put bottles in book bag as water leaks damage books.

Sickness/vomiting

If your child has been sick a period of **48 hours** must have passed since the last episode of sickness and in that 48 hours they must have eaten a normal meal.

Medication

If your child requires prescribed medication during the school day, for example, antibiotics, the school's policy requires you to complete and sign a medicines form, which you can obtain from the office. We can assist in administering medicines that have been prescribed to take up to 4 times a day. We do not keep Calpol in school.

Milk

Milk is available to all children in school – free to children in Year R before their 5th birthday and thereafter at a current cost of 22p per portion. Please contact the school office if you wish for your child to have milk.

School bus registers

We urge you to communicate with your child so they are aware of their end-of-day arrangements or any changes to regular arrangements. It is assumed that, unless we hear from you in writing, all children who normally travel on the bus will be put on the bus in the afternoons. Please ensure you let us know as soon as possible if there are any changes. All pupils who travel by bus are required to adhere to a behaviour code and parents are required to sign a contract supporting this with schools transport.

Parking

Please exercise extreme caution when parking opposite the school. Avoid parking on the bend and directly outside the school as the space is reserved for school buses. We have a useful parking guide available to download from our website.

Timber trail

For health and safety and insurance reasons the timber trail should not be used outside of school hours. Please ensure your school children and pre-school children do not play on the equipment after 3.00pm.

Arriving at School

Please do not arrive on the school site before 8.30am. When a member of staff is on duty, you are welcome to say goodbye to your child and leave. This helps to ease the parking congestion on the road and encourages your child's independence. If your child arrives late to school (after the bell) please report with them to the office so we can register their attendance and order their lunch if required. We ask that parents do not accompany their children across the hall to KS1 classrooms.

Home time

Please try to be on time when picking up your children. We appreciate that there may be rare occasions when parents/carers are unavoidably delayed in collecting their children. We will keep the children in the library until you arrive when you will be required to sign them out at the office. If you would like your child to walk home alone please confirm this in writing to the school. After the children are released and handed over, please keep your child with you as you leave the playground. The school site should be vacated by 3.10pm for clubs.

Reporting to Reception when visiting the school

Parents are also required to report to the school office eg. when attending a meeting with a member of staff to sign in and out. Under no circumstances must visitors go into cloakrooms or classrooms before reporting to the school office.

Concerns and queries

We would like to work in partnership with parents to resolve any difficulties your child may have. If you have any concerns at all please try to speak to your child's teacher at the end of the school day. In addition you are very welcome to make an appointment with the Headteacher to discuss any concerns. Teachers are busy in the morning, preparing their lessons and looking after the children in their class so this time is limited. You can also make an appointment to talk to your child's teacher either with them directly or through the office.

Thank you for your co-operation.