



START OF TERM REMINDERS

Spring Term 2019

Contact details

If you have changed any of your contact details, please notify the school office immediately. It is imperative we have up to date details in case we need to contact you in an emergency.

Attendance Policy for Binfield C.E. Primary School

Please be aware registers close at **8.55am**. A child who arrives after this time will be marked as 'U' (unauthorised) in the register. Parents/carers should **always** telephone the school office on 01344 860106 or send an e-mail by **9.15am** if their child is not attending school.

Late arrivals

If you are bringing your child to school in the morning and arrive after 8.40am, we respectfully ask that you accompany them to the main reception. As their parent /carer, we will then ask you to complete a short form explaining the reasons for their late arrival at school. This helps us build a picture of the difficulties that families face in getting children to school on time and highlight areas where we may be able to offer support or advice.

Arrangements for 'late' items

Please note the arrangement for 'late' items bought in by parents after dropping off their children (e.g. water bottles, PE kits, packed lunches, etc). These items should be left in the box provided in the reception area. These will then be distributed at break time and after lunch.

In order for the new arrangement to work, please ensure all items placed in either the Rec/KS1 or KS2 box are **clearly named**. Please note we will no longer be able to accept named or unnamed items via the hatch. The **only exception** to this is medication which needs to be carried or used immediately (e.g. asthma inhaler). This should be handed in to the office staff for immediate delivery to your child.

Uniform



Please can we remind you of the need for your child to be in the **correct school uniform which is clearly named**. If you are in any doubt about the suitability of items, we would strongly advise you to check the uniform requirements on the school's website and look at the models in the main school reception area as a reference point.

All children should now be in the new logo jumper or cardigan and have a new logo P.E. t-shirt. The rest of the uniform remains unchanged. Please note, there is no longer be an option to wear a plain alternative (e.g. jumper, cardigan or t-shirt) instead.

Please note we no longer be offer uniform supplies in school, with the exception of book bags, PE bags and ties, which are not available online. We have a very small stock of uniform available for genuine emergency purposes and for sizing. If you do need to buy an item in an emergency, please note we can only accept the correct money (or a cheque), as we do not hold change.

Please order all uniform supplies online. You can do this via the link on the 'Uniform Ordering' link on the school website or [here](#). Please allow 2-3 weeks for delivery. If you do not have access to the internet, we will happily order online for you here in the office – please discuss a convenient time to place your order with Mrs Rance, and avoid drop-off and pick-up times.

Please can we also remind you that rucksacks are not part of the uniform guidelines. The only bag children should need to bring their school books/work in is the regulation book bag, which is available from the school office. Additionally, they should keep their PE kit in a PE bag which is also available from the school office. An additional school bag may be needed if your child is taking part in additional clubs or is bringing their own packed lunch to school. These should be kept to a minimum size and must fit into your child's allocated cloakroom space/locker. A lunch bag and/or a draw string bag/PE kit style is ideal. Please refrain from sending your children to school with bulky rucksacks, which we simply do not have room to store these and they are not part of our uniform guidelines.

Hair and jewellery

In the interest of hygiene and safety, long hair for boys or girls must always be tied back off the face. A full pony tail or similar is recommended, i.e. no long hair should be loose. Hairbands or hair clips used to tie back hair should be plain and in a school colour only – **only small, discreet bows of the school colours and without adornment are permitted**.

Hair gel and other styling products are not permitted. Extreme hairstyles are also not permitted. If you are unsure as to the suitability, please ask in the school office before embarking on a haircut/design.

The wearing of jewellery, except watches and small stud earrings, is not permitted. These items must be removed for PE and Games. Children must be able to remove their own earrings.

Lost Property



We regularly go through the lost property bin and reunite named items with their owners, but cannot accept responsibility for unnamed items, which are either recycled or donated to FOBS for second hand uniform sales. To help us help your child take responsibility for their belongings, it is really helpful if **all** items are **clearly named** and your child knows where to find their name.

We would also encourage you to check that your child is bringing home the correct things and if not, get them to go back and look. This works particularly well at the end of the school day if you pick them up, or the following morning. Staff will support the younger children in school with this, however we expect the older children to do this by themselves with a bit of adult encouragement from home and school!

Medical



If your child has a short-term medical need which means they are unable to go out at break time and/or are unable to join in PE, you will need to report to the office with your child and complete a **Short Term Care Plan** form, which will need to be agreed by a senior member of staff before your child comes into school. This usually only takes a few minutes to complete and it helps us to understand and cater for your child's needs. When they no longer need the provision, please report to the office and sign the form to confirm this is the case.

If your child has an ongoing, long-term medical condition, such as asthma, eczema or allergies, which require special medication then we request that, if you have not already done so, you notify the school and complete a **Long Term Care Plan** (available from the School Office). This will enable us to keep our records up to date and ensure that all staff are aware of any ongoing medical conditions.

Sickness and Diarrhoea 48-hour rule

Once again, please can I draw your attention to the school's policy regarding absence from school due to sickness and diarrhoea:

- If a child has been sick or is suffering from diarrhoea whilst at school, parents/carers will be contacted and asked to take the child home immediately.
- Parents/Carers will be requested not to return the child to school ***until at least 48 hours after the symptoms have ceased.***

This policy applies to **all** pupils and staff, has been put in place to avoid the spread of illness within the school community and is **strictly enforced** for the wellbeing of all. Your adherence to this policy is appreciated.

Considerate parking around Binfield Primary School



Please can I remind all parents to park considerately when dropping off/collecting your children. We do appreciate that parking is not always easy at busy times, but this is not an excuse to park directly in front of the school gates, residents' driveways or car parks/spaces of local businesses and residents. Please can we remind you to respect this request for the safety and wellbeing of not only our school's pupils and their families, but also residents of the community who are our neighbours and supporters.

Yellow zig zag road markings are placed to show that the area must be kept clear to allow an unrestricted view for approaching drivers, riders or children wanting to cross the road. Please note that you should not park on yellow zig-zags or wait, or even stop momentarily, according to the Highway Code. You may be liable for prosecution if the police witness this happening.

School Meals



The arrangements for ordering school dinners has been amended for the Spring Term – please refer to the letter which came home in your child's book bag on the last day of term.

Please can we once again remind you that, if you would like your child to have a hot dinner, school meals **must** be ordered for your children, even if they are entitled to the universal Infant and Reception free meals. Our cook, Mrs Bell, needs to know numbers in order to ensure she has enough ingredients, which means if you have not booked a meal for your child, the office staff may need to call you to bring a packed lunch up to school.

Parents/carers are invited to have lunch with their child/ren on Mondays, Wednesdays and Thursdays. Please book a meal for yourself online for these days only (we are unable to accommodate parents on Tuesdays and Fridays).

Please note that all meals ordered will need to be paid for **at the time of booking** (either online or with the correct cash/cheque via the office). If you miss the deadline for ordering (midnight on a Tuesday), we will be unable to accept any 'over the counter' orders after this point. This means that if you order meals for your child and do not pay for them at the time they are booked, we reserve the right to cancel the booking and you will have to provide your child with a packed lunch. You will be e-mailed to advise of any meals cancelled due to insufficient funds on Thursday morning for the following and subsequent weeks.

Failure to provide your child with a packed lunch on days where you have been advised that meals have been cancelled will result in your child being provided with a basic lunch of bread, cheese and fruit, for which you will be charged £1.

We would also like to remind you that children can only be provided with the meal that has been ordered for them (i.e., they cannot request something different to that ordered).



Packed Lunch Policy

Please can we remind you that the school has a Packed Lunch Policy; a copy of which can be found on the school website at: www.binfieldschool.co.uk/policies.

Adventure trail and play equipment

Please note that these areas are out of bounds to children before and after school. To ensure the safety of all children, we ask that you keep your children away from these areas if you are here at school drop-off and pick-up times. Particular concerns have been raised regarding pre-school age children unsupervised on the equipment. We would not wish for any child to get injured and appreciate your co-operation in this matter.



End of Day Collections

If your child is being collected by someone different to normal, please can you notify the office **by phone no later than 1.00pm**. Additionally, if your child is not attending an after school club, please ensure the office are informed as early as possible.



ParentMail

Would you like to reduce the amount of paper you receive home in book bags? Then sign up for ParentMail! Please contact the office for advice on how to do this.



Photographs

If you **do not** wish your child to be in photographs which are published (e.g., local newspaper), please inform the school **in writing**, otherwise we assume you are happy for this to happen. The children's names are not released to the press.

'Smart' watches and mobile phones



Please note that, although we encourage children to wear watches to school, please do not allow your child to wear a 'smart' watch, or any watch that has the same functionality as a mobile phone or PC, on the school site. Additionally, please can I remind parents that mobile phones are not permitted in school. The only exception to this ruling is when it has been agreed that a child is permitted to walk some distance to and from school, and the parent feels that they should have one for contact in an emergency. However, we request that this should be a basic mobile phone and not a smartphone.

On arrival, the phone should be handed in to your child's class teacher, who will return it at the end of the school day. The school accepts no liability for loss or damage while on school premises, and if it has been found that a phone is being used inappropriately on school grounds, it will be confiscated.

The above stipulations are a child protection requirement of the school and your compliance is requested for the safety and well-being of the school community.

Polite requests from Mr G, Site Controller

Mr G would like to remind parents of the following:



Safety on the school site: Parents are requested **not to walk across the staff car park when the gates are open** – please use the footpath to the side of the school. This is for the safety of all concerned and we appreciate your support in setting a good example to your children by using the correct route into school.

Additionally, please note that the school car park is for staff or official use only during the school day (7.30 – 4.30pm), and therefore access during or after school is not permitted, unless prior consent from the school has been given. If you are picking up your child due to sickness then we will, of course, allow entrance to the front of the school. The car park is particularly hazardous for children, so please ensure that you use the pedestrian entrances only to access the school site. Mr Gr regularly monitors the school gates and zig-zag lines closely to ensure greater safety around the school site.



Scooters/Bikes: If your child brings a bike or scooter to school, please encourage them to park them in the bike park (or outside the office if the bike park is full), and **not** against the green fence outside the playground or along the path into school. Please ensure all bikes and scooters are collected at the end of the school day, not left on site overnight. You are reminded that the school cannot take responsibility for the loss, damage or theft of such items left on or near school property, and that children should take care to ensure they only take bikes or scooters which belong to them. Additionally, when cycling to/from school, please encourage your child to wear a helmet and give way to pedestrians on footpaths.



- **Dogs:** Parents and visitors are asked **not to bring dogs onto the school site** and to refrain from tying them up on or adjacent to school property and leaving them unattended.
- **Smoking** is not permitted on the school grounds.