



# New Parent Information Booklet

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## **The School Day**

Please help us to get the school day off to a good start by ensuring children are in the playground on time each morning. The gate at the bottom of the playground will be open and you can come on to the playground with your child. I will let you know exact times once we know officially from the government about the COVID guidelines for September. Our normal school day, pre-covid, ran from 08.45 – 3.15pm. The children are taken up to the classroom by the class teacher each day and at the end of the day, children will be brought down to the playground and released one at a time to you so that we can make sure they are all safe. Please ensure that your child knows who will be collecting them and if it is not the usual person please inform the class teacher or the school office before the end of the school day. Children arriving late must go to the school office to be signed in before he/she goes to class. If you need to collect your child from school during the course of the school day (e.g. for a medical appointment) please go to the school office to sign your child out and a member of staff will collect your child from class.

## **School Security**

All visitors, including parents, must go to the school office to sign in and be given a visitors' sticker before entering the school. Please remember to sign out when you leave the school. Parents are not allowed through to the classrooms without signing in, between 8.45am and 3.15pm. Parents must stay outside of the inner gates at all times unless they have signed in and are accompanied by a member of staff – please do not go through the inner gates unless this is the case.

## **Authorised Absence**

Absences (unless medical) and holiday during term time should be avoided and have to be requested in advance on our 'Absence Request' form which can be requested from the school office. Only in exceptional circumstances will absences be authorised as per the guidance from the Department of Education. Please try to make medical appointments outside of school hours where possible. Any holidays during term-time will be unauthorised – please see our attendance policy on the school website for more information.

## **Sickness**

If your child is unable to attend school, please phone or email the school office before 9 am informing us of the reason for absence. You will need to do this each day that your child is absent. If we do not have contact from you, we will phone,

email and text until we know that your child is safe at home. We will contact anyone on the school contact list that you provide if we are concerned. Please keep your child at home if he/she has had sickness or diarrhoea, caused by a bug, for 48 hours after last bout of sickness/ diarrhoea as this helps stop the spread of infection. PLEASE ALSO SEE COVID-19 GUIDANCE WHICH WILL BE SENT OUT BEFORE YOUR CHILDREN START SCHOOL IN SEPTEMBER.

## **Food and Milk**

Reception children have snack in the morning where each child receives a piece of fruit or vegetable snack, which is provided for free by the Government's Fruit and Veg scheme. However, if you know that your child won't eat certain fruit please feel free to provide them with an alternative fruit in their bag each day.

The school participates in the Cool Milk scheme, whereby all under 5's can receive free milk daily. You will need to register your child with the Cool Milk scheme [www.coolmilk.com](http://www.coolmilk.com). Your child can continue to have milk after their 5<sup>th</sup> birthday by purchasing this directly from Cool Milk, on the web address above. We do not have anything to do with the administration of this scheme and it has to be done through the website above.

Under the government 'Universal Infant Free Meals' scheme, all Infant children (Reception to Year 2) receive a hot healthy meal at lunch time. The hot meals are provided by the catering company, Caterlink and included a wide range of fruit and vegetables. However, you can still provide your child with a packed lunch if you wish.

## **Water Bottles**

Children are encouraged to stay hydrated throughout the day. Water bottles (with their name on) can be left in school to refill with fresh water each day.

## **Spare Clothes**

It would be helpful for younger children to have a spare pair of pants/tights/trousers left in their school bags in case of accidents. If your child has an accident in school, two members of staff will be present while they change into something dry in accordance with our intimate care policy. We will then let you know at the end of the school day. If you would like any more information on this, please do see the 'Intimate Care' policy on the school website.