



New Parent Information Booklet

Headteacher – Miss Heather Francis

Telephone: 01453 762949

Email: admin@whiteshill.gloucs.sch.uk

Web: www.whiteshillschool.co.uk

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 to wait for the bell to ring. Our school day runs from 08.45am – 3.15pm. The children line up when the bell rings and are taken up to the classroom by the class teacher each day. At the end of the day, children will be brought down to the side gate 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 someone on your going home list, 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 registered before he/she goes to class. Lateness does have an impact on the children as they miss a smooth start to the day and it causes a problem with registers and dinner orders so please ensure your children arrive at school in plenty of time. 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 let them know you are here 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 – although hospital or unavoidable medical appointments will of course be authorised. Any holidays during term-time will be unauthorised and a penalty notice may be issued – 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 the last bout of sickness/ diarrhoea as this helps stop the spread of infection. If you have any questions at all, you can always phone the school office.

Food and Milk

Reception children have snack in the morning where each child receives a piece of fruit or vegetable snack, which is provided 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. Your child can continue to have milk after their 5th 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 free, 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. **Any dietary requirements e.g. allergies please add to the medical form so that we can make Caterlink aware before September.**

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.

Any questions at all, you can always contact Mrs Angove or myself in the school office using the details above – no question is too small – please do ask!