

FREQUENTLY ASKED QUESTIONS



What should I do if my child feels unwell?

What should I do if my child has vomited?

What do I need to do if my child has medicine to take?

My child has a doctor's/dentist appointment during School hours – what do I need to do?

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What should I do if my child feels unwell?

If your child wakes up feeling ill, you will need to decide whether they are fit enough to attend School. You could send them in and see how they cope but be prepared to collect them again if necessary. If you decide that they need a time off school then you must phone the school and leave a message or speak to one of the admin staff before 9.15am.

What should I do if my child has vomited?

We follow the guidelines set out by 'Public Health England', which state that if your child has vomited or has experienced diarrhoea, you must wait at least 24 hours from the last instance before they can return to School. This is to reduce the risk of cross-infection.

What do I need to do if my child has medicine to take?

All medicines should be handed to the School office each morning with a name label and clear instructions about dosage and timings. Office staff are trained to administer basic medicines and have a fridge for antibiotics etc. Medicines, including cough sweets, should not be kept in your child's school bag. Inhalers and emergency medication will be stored in your child's classroom – these should be clearly named.

My child has a doctor's/dentist appointment during School hours – what do I need to do?

We understand that it is sometimes unavoidable to attend GP/dentist appointments during school time. If you need to remove your child, please provide a brief signed note or telephone the office to keep us informed. If your child is arriving after the morning register, you will need to contact the office and order a hot lunch before 9.15am if your child is returning before lunch break.

I need to speak to my child's teacher – how do I do this?

Effective communication between you and your child's teacher is vital. The best way to speak to your child's class teacher is to leave a brief message for them at the School office or make an appointment to speak to them after School, if a longer meeting is required.

You will usually be able to see your child's teacher very quickly and they may even be able to telephone you if the matter is of great urgency.

I wish to speak to the Head Teacher – how do I do this?

If you have a problem or worry, you should always speak to your child's teacher in the first instance. If, however, you feel that this isn't appropriate or the matter is of a whole-school nature, then you may request an appointment to meet with the head teacher via the school office.

How do I sign my child up to an After School (Extra-curricular) Club?

Early in each term, a list of after school clubs will be released via the newsletter. If you would like your child to join a club then you can complete an after school clubs form which is available from the desk in front of the office. The teacher running the club will receive these forms and will contact you if the club is full or if there is any issue.

You must check that you know when the club finishes (most are 4.15pm), the start and end date and what equipment, if any, is required. Children attending clubs will be walked up to the top (junior) gate where they can be collected.

It is raining – will my child's club be cancelled?

Sometimes the weather means that clubs have to be cancelled. You will be notified by text message by 2pm at the latest if your child's club has been cancelled.

Because most clubs are run by teachers on a voluntary basis, they will occasionally need to be cancelled if the teacher is absent or if they have immovable meetings etc to attend. We always endeavour to let parents know as soon as possible if a club has to be cancelled.

How do I enrol my child in 'The Den'? – (out of school childcare provision)

From September 2016, we offer a new-look, dedicated out of school childcare service called 'The Den'. Children can attend a breakfast club and/or afternoon sessions.

The sessions on offer are:

7.45am – 8.30am (includes breakfast) £5.00

3.15pm – 4.30pm (includes substantial snack) £5.00

3.15pm – 6.00pm (includes substantial snack) £10.00

Sessions must be booked in advance (at the beginning of each term). There will still be the facility to book individual sessions dependant on availability but these must be booked at least 24 hours in advance to ensure that there is adequate staffing. Two weeks' notice is required if any sessions need to be cancelled. Speak to the office staff for more details and to pick up a welcome pack.

How do I contact 'The Den' directly?

There is a direct telephone line for 'The Den' which can be used if the School office is closed.
01453 759 166

I am happy for my child to walk home on their own – is this possible?

Children in Year 6, who live close to the School, often walk home on their own. If you are happy for your child to do this then you must provide signed, written permission to the class teacher. We do not usually recommend that children younger than Year 6 walk home unaccompanied. (Unless your child has a sibling in Y6 or lives very close to the School).

Can my child be collected from School by a friend or relative?

Yes – but you must provide signed, written permission to your child's class teacher prior to the end of the school. The safety of your child is our primary concern and we will not let them go with another adult unless we have the necessary permission – this may, on occasions, mean that we will ask to see proof of identification.

What happens if I arrive late?

Occasionally we all get delayed for various reasons. If your child arrives at School after 8.40am, you must report to the School office and ensure that they are marked as present in the register. If your child has a hot lunch, they will also need to make their food choices so that enough meals are ordered. It is a legal requirement for us to record the number of 'late' marks along with the general attendance data of your child.

What do I do with money for trips/sponsorship etc?

All money must be posted in to the black post box in the reception area. Money should be properly sealed in an envelope that is clearly labelled to show who/what the payment is for.

Money should not be left in your child's bag or carried on their person if possible. (The only exception to this rule may be the small amount of money for buying fruit in the tuck shop)

