



September 2018

Dear Parents/Carers

We thought it would be useful to send out some information about school life and administration at the start of each school year to help parents and children with transitions etc. So here it is! If you can think of anything else that it would be useful to know or that other parents may not, please let us know so we can add it in. This information will also be on our website and updated when needed.

Breakfast and After School Club

'Early Birds' (Breakfast club) - 8.00-8.50am Monday to Friday. No booking required. Breakfast provided. £3.50 per child

Night Owls' (After School Club) - Monday & Friday 3.15-5.00pm. Tuesday-Thursday 3.15-5.30pm. Booking required, form available from office or website, which can be handed in or emailed. Themed activities, snack provided, £5 until 5.00pm, £6.00 to 5.30pm, £3.50 short session until 4.30pm or after attending school clubs. Price will be charged according to actual pick up time.

Our wonderful School Council have helped with the relaunch of the clubs, organising a name and logo competition and suggesting themes/activities for each day.

School Uniform

We ask all children to wear the following uniform:

- Navy school sweatshirt with logo or without/navy cardigan (available from 'yourschooluniform.com')
- White polo shirt
- Black/grey trousers/skirt
- blue/white checked dress/grey shorts for summer

PE Uniform

Children must wear the PE uniform for all sporting activities unless parents are advised otherwise. Football kits etc are not allowed for PE. Kits must be in school every day .

- Black shorts
- White T-shirt
- Trainers/plimsolls

Please ensure all uniform is name labelled. Jewellery is not encouraged and children are asked to wear only stud earrings (one in each ear) which must be removed for PE.

School Dinners

Hot school meals are available to order each day. They are provided by Brooks Catering Services and are transported to school in specialist heated containers. Children can choose daily whether to have hot dinners or bring a packed lunch. Hot dinners cost £2.40 but are currently free under the Government's UIFSM scheme for all children from Reception to Year 2. If you think you may qualify for free school meals based on household income, please apply through Shropshire Council's website or ask for a form from the office.

Payment for dinners must be made in advance of ordering. If payment is owed, texts are sent out but this should not be treated as an invoice system. Anything over 3 dinners owed is classed as a debt by Shropshire Council and we should refuse to provide any more meals until it is settled. Payment can be made through Shropshire Council's website selecting 'Schools payment' or by sending the relevant amount in to school. Cheques should be made payable to Shropshire Council.

Tuck

Children in Rubies class receive free fresh fruit each morning for their tuck. Emeralds and Diamonds children may bring in suitable snacks or purchase cereal bars/raisins from school at 20p.

Monies/Reply Slips/Notes Sent in to School

Please ensure all money reply slips, notes for teachers etc are handed in to the member of staff in the GP room each morning. Please do not give to class teachers or the office direct. This system is in place to help parents/children have one central point to give things in but also to ensure we comply with audit requirements. There have been several occasions recently where queries have been raised about cash being handed in and the records taken each day have been vital. It is far safer to make school payments online as there is a record for both parties too. Please consider this for any future payments eg dinners, trips, clubs etc. Just go to Shropshire Council Website and select 'schools payment' or click on the link on our website. You will need your child's URN number from school but please ask at the office if you don't have this already.

Text System and Email

We use a text system to communicate with parents on a regular basis. Whilst this is very useful, the reply service is not so good as we do not receive an alert of an incoming text and have to visit the website to check. This is done several times a day but if you need a response, please call the office.

Email is a good way of communicating, particularly if you don't come to school due to work commitments etc. The office email is admin@st-andrews-nesscliffe.shropshire.sch.uk

Letters Home

We do have to send out a lot of stuff but where possible this is done by email. If a letter has a reply slip attached, it comes out on paper too as we are aware not everyone has access to a printer. It is important that replies are sent back as soon as possible and we really appreciate the many that do help with this. Permission replies should be reduced now due to the new 'Parental Consent Form' we sent out this week.

Please ensure your email details are correct or you may miss those communications! We are currently looking at digital options for communication with parents and expect to have new systems in place this term. We will keep you posted as this progresses.

Absence Notification

If your child is unwell and unable to attend school, please ensure you call (answer machine out of office hours) text or email before school starts on the first day of absence. If we don't hear from you, we will need to check a child's whereabouts in accordance with our safeguarding procedures. We are unable to accept messages from siblings.

For planned absence due to medical appointments etc, please notify us in advance, with an appointment letter or card, for our safeguarding records. Please try to schedule appointments for out of school hours but if unable to do so, you will need to sign out your child in the school office before leaving.

Leave of absence requests for holidays etc will need a form from the school office which is then submitted to the head teacher. Holidays in term time are rarely authorised due to strict guidelines from Shropshire Council/Government.