



## **Castleton C of E Primary School Information for Parents**

School opens at 8.45am each day for all children between Reception and Y6. Children should arrive in good time for the register which is taken at 9am each day. Entrances are manned by Designated Safeguarding Leads or members of the Senior Leadership Team. They are very happy to answer any questions or queries you may have.

If your child is late for school (after 9am) they should come to the main door so that we can record what time they arrived for school. If you are anxious about leaving your child for any reason, please feel you can telephone school. We are always happy to check and report back to you.

The school day finishes at 3pm each day for children in EYFS & KS1 and at 3.15pm for children in KS2. The children will leave through the same entrance as the start of the day. Only junior children are allowed to walk home alone with prior arrangement. All others will only be released to a known adult that we are expecting; please ensure that you informed the school should anybody other than the parents/ carers be collecting your child; you must also provide them with the correct password for your child. If your child is not picked up for any reason we will keep them safe until you arrive; please telephone school if you are delayed.

Absence reporting Please phone the school office (01433 620630) or email the school at the first opportunity to let us know if your child is going to be either late or absent from school. You will need to ring each day your child is away from school. If you do not contact us, your child will be marked as having an unauthorised absence in the register and we may do a home visit as part of our safeguarding procedures.

**Attendance and term time holidays**

Good school attendance and punctuality is really important to us. Government legislation means we can only authorise time out of school in 'exceptional circumstances.' Authorisation is rare and only given for a genuine emergency. All planned holiday should be booked within the 155 days of school holidays. If you do have to take your child out of school, you must notify us at least 2 weeks in advance using the 'exceptional leave of absence request' forms from the school office. Family holidays will not qualify; therefore, these will have to be marked on your child's record as unauthorised. If you do decide to take a family holiday in term time you may receive a penalty notice. If you take a holiday without informing us or pretend your child is ill, you will be issued with a penalty notice.

### **Clothing**

Our school uniform comprises of a navy blue sweatshirt, hoodie or cardigan; jade green polo shirt; black or grey trousers / skirt and sensible black school shoes or plain black trainers. In the summer, navy gingham dresses are allowed.

Please contact school or the suppliers below if you wish to order:

Brigade Clothing - [www.brigade.uk.com](http://www.brigade.uk.com)

My Clothing - <https://myclothing.com/ueslink/26750.school?t=1582628544927>

**PE:** all children require named black pumps for indoor PE and suitable trainers for outdoor PE. We ask that children come to school in suitable PE attire on PE days; this comprises of a jade coloured t-shirt/polo shirt and plain black or navy shorts/leggings/tracksuit bottoms. All jewellery must be removed for PE lessons and long hair must be tied up.

**Swimming:** Children are all required to wear a swimming hat. Girls should wear a one-piece swimming costume and boys should wear appropriate swim shorts. Long hair should be tied up. No jewellery is permitted for swimming lessons.

**Woodland Learning:** Children should come to school suitably dressed for outdoor, woodland learning on Woodland Learning days i.e warm, waterproof clothing and footwear.

It is vital that all items of school uniform are named as it's impossible to establish ownership without. Please ensure children have the appropriate clothes they need for the day.

**Jewellery:** Children are permitted to wear a small wristwatch and small stud earrings. These must be removed for all PE and swimming lessons.

### **Food and drink**

We have hot meals delivered for lunch every day. Many children are eligible for Free School Meals and we would encourage you to apply if you think that you are eligible. A 'Universal Free School Meal' programme began in September 2014 and all infant children are provided with a free school lunch even if they don't meet usual Free School Meal criteria. If your child will be having a packed lunch, it can be safely stored in school.

The children are able to access fresh water at any point during the day. We encourage children to bring their own bottles of water which we ask are taken home daily and thoroughly washed. We do have spare cups in the classroom so that no-one is thirsty. If any child brings any food to share with other children (buns on their birthday, for example) these must be left with the teacher as some pupils have a restricted diet and mustn't eat certain foods.

### **Home/school communication/ organisation**

We know how important good home/ school communication is and always want you to feel listened to and to have your questions answered. Teachers are available at the end of each school day to talk to if you have a concern about your child. The school website is a great source of information and has all the calendar dates and other important information on it, including current and past newsletters. If you would like to contact the headteacher directly, please telephone 01433 620630 and ask for Jayne Jackson or email: [headteacher@castleton.derbyshire.sch.uk](mailto:headteacher@castleton.derbyshire.sch.uk)

### **Illness, medicines and injuries**

Please ensure we have all the medical information we need about your child e.g. if they suffer from asthma. If they are ill and you are unsure whether to send them to school please ring and ask advice. Some relatively minor illnesses such as diarrhoea or vomiting require 48 hours off school to ensure a tummy bug is not being unnecessarily spread about, but it's always worth checking as good attendance is really important to us and we don't want children missing school unnecessarily.

If your child needs medicine whilst at school e.g. completion of a course of antibiotics you need to complete a 'medicines administration form' available from the school office. All medicine is kept securely, with the exception of asthma inhalers which are kept easily accessible in the classroom.

If your child has an injury whilst at school, we will administer first aid. We will contact you immediately if it is anything more serious.

### **Toys in school**

We do not allow children to bring toys into school as things sometimes get mislaid or damaged causing unnecessary upset.

### **Homework**

All children have tasks to complete at home each week. In EYFS & KS1 infants these will include reading, learning tricky words and activities to consolidate the learning from the classroom. In the KS2, homework will include reading, spellings, times tables and activities to consolidate their learning from the classroom. If your child would like extra books to read at home, books can always be borrowed from our class by arrangement with the teacher.

### **Concerns**

Please share any concerns you may have about any aspect of your child's schooling with the class teacher in the first instance. If it is of a more serious or confidential nature, then please speak to the headteacher directly. Should you wish to make a more formal complaint, which you don't feel could be resolved by the headteacher, please speak to our Chair of Governors, contact details available in the school office. Further details may be found in our school complaints procedure. You may also contact Ofsted to make a complaint to the regulating authority on 0300 123 4666 if it's a general complaint about the quality of education or safety of children.

### **Further information**

All staff are very happy to answer any of your questions at the beginning or end of each school day. Further information on dates, policies and procedures are available either on the school website or by request from the school office.