



Etwall Primary School

Admin News Jan 2016

Happy New Year to All – Welcome Back!

At the Start of the School Day

Please could you ensure that your child/ren are not inside the school or in their classroom before 8:45am (gates open 8:40am). The 10 minutes quiet time in class before school (8:45-8:55am) is an opportunity for parents/carers to sit and read *quietly* with their child/ren. **If you choose to come in please stay with your child.** If not, you are welcome to stay outside with your child/ren (on the playground please) until the bell goes at 8:55am. Older KS2 children are welcome to read alone if they wish in the classroom. **Please remember parents need to leave promptly through the external doors as soon as the bell rings so lessons can begin on time. Please do not exit via the main entrance.** Thank you.

At the End of the School Day

As Woodpeckers and Robins children exit through the main entrance at the end of the school day, we would appreciate it if Parents/Carers would avoid this area until all these children have left. Y3/4 children also exit via the smaller door onto the school carpark which gets very congested. If you need to come into school at the end of the school day, then please wait until all classes have been dismissed and then accompany your child back into school. ***The school office is closed between 3.30pm and 3.40pm.***

Home time arrangements

Please keep these forms up to date with school. If there are any changes, please let the class teacher know in the morning by letter/note. Please **DO NOT EMAIL** changes to home time arrangements as these may not be seen in time for various reasons. Emergency changes *only* can be phoned in before 3:15pm to ensure messages are passed on in good time.

If for any reason your child is not attending an afterschool activity they have signed up for, please let the class teacher and the school office know to avoid any confusion at home time. Registers are checked at the beginning of each after school club and reason for absences can be noted. Thank you



Medicines

Please complete a medicine form (available on the website or from school) for **all** medicines to be taken in school and hand both form and medicine into the school office.

Please do not send with your child in their bag.

Please remember to collect your medicine at the end of the day/course/week.

Medicine prescribed three times a day **do not** need to be brought into school as they can be dispensed before school, immediately after school and at bedtime.

Medicines prescribed 4 times a day can be brought in.

All medicines need to be in their original containers and clearly labelled with the child's name. Prescription medicines will already have this information on them along with the dosage and date.



Inhalers

When was the last time you checked your child's inhaler in school?- (is it even in school?!)

Please check periodically (at least once per half term) to ensure that your child's inhaler is not empty and is still working effectively should it be needed.



Lateness – We know that the mornings are dark and it's cold out there, but being on time for school is very important. Children who arrive late can miss important information about what is happening in class or during the school day. **School starts at 8:55am.**

Please ensure your child is in school by this time.

Thank you.

Persistent, severe or unexplained lateness can be classed as unauthorised absence and may be referred to the local authority.

Attendance.

As you will be aware, Etwall Primary School has had a lot of success in terms of attendance at school. We have worked hard with the support of parents and intend to continue to ensure that children make the maximum progress at school.

To do this they *have* to be in school.

We would like to extend our sincere thanks to all our parents who work hard to get their children here regularly, and on time.

CHILD OFF SCHOOL?

Don't forget to let us know by 9:30am if your child is off school for any reason.

It is school policy to ring home if no reason has been received.

If your child has been sick or suffered from diarrhea please leave 48 hours from the *last 'episode'* before they return to school.

On their return please send in a letter confirming the reason for the absence.

175 non-school days a year					
175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments					
190 School days in each year	10 days absence	19 days absence	29 days absence	38 days absence	47 days absence
	180 Days of Education	171 Days of Education	161 Days of Education	152 Days of Education	143 Days of Education
100%	95%	90%	85%	80%	75%
GOOD Best chance of success. Gets your child off to a flying start		WORRYING Less chance of success. Makes it harder to make progress		SERIOUS CONCERN Not fair on your child. May result in court action	

Leave of Absence in term Time:

Changes to the regulations from 01 September 2013 state that Headteachers may not grant leave of absence for holidays during term time *unless there are exceptional circumstances*.

Parents needing a leave of absence for **Exceptional Circumstances** should complete an Application for Leave of Absence form, including as much detail as possible, and forward it together with any relevant supporting evidence to Miss Dixey **at least two weeks** before the intended absence.

Please note Absences which have not been agreed may be marked as unauthorised absences. These may be referred to the local authority for consideration of a Penalty Notice or other action.

2015/2016 Remaining School Holidays / Inset Days:

February Half Term:	Monday 15 th February 2016 to Friday 19 th February 2016
Easter Break	Friday 25 th March 2016 to Friday 8 th April 2016
May Bank Holiday	Monday 2 nd May 2016
School INSET day	Friday 27 May 2016
May Half Term	Monday 30 th May to Friday 3 rd June 2016
School INSET Days	Monday 25th July and Tuesday 26th July 2016
Summer Break	Wednesday 27 th July 2016 to Friday 2 nd September 2016

2016/2017 School Holidays / Inset Days

School INSET Day	Monday 5th September 2016
October Half Term	Monday 24 th October 2016 to Friday 28 th October 2016
Christmas Break	Wednesday 21 st December 2016 to Monday 2 nd January 2017
February Half Term	Monday 13 th February 2017 to Friday 17 th February 2017
Easter Break	Monday 10 th April 2017 to Friday 21 st April 2017
May Bank Holiday	Monday 1 st May 2017

School Dinners

The numbers of meals ordered each day are sent to the kitchen and school is charged for EACH MEAL ORDERED, regardless of whether that meal is eaten.

10:00AM IS THE CUT OFF TIME FOR ORDERING OR CANCELLING A MEAL. *Please ensure that your child/ren know/s whether they are taking a meal or having sandwiches.*

No meal will be ordered if your child comes into school after 10:00am, or cancelled if your child leaves school after this time *without prior notice*. If your child is sent home ill after 10:00am the meal will still have to be paid for as it has been ordered and school will be charged. **If your child has an appointment please make sure you either order or cancel a meal prior to 10am.**

Dinner Money for KS2

Dinners are currently £2 each (£2.80 for adults) and are payable on the Monday of each week or at the start of each term if preferred.

Cheques are payable to 'Derbyshire County Council' or 'DCC'. No change will be forwarded as all the money received will be put onto your child's dinner money account and any credit is carried forward to the following week.



Money into school

Please make sure any money brought/sent into school is in a **carefully sealed** envelope (old ones can be used for this) **with your child's name, class, the amount enclosed and what it is for written on the outside.**

Loose change is far too easily lost or mislaid.

Thank you



Could your children be entitled to free school meals??

All KS1 children currently enjoy universal free school meals. However, if you do claim free school meals this also opens up what is called 'pupil premium' funding which is awarded to schools and can help with such things as support in school, school trips, after school clubs, instrument tuition. If you are on the following benefits you may be able to claim free school meals for your children:

Income Support, Income-based Jobseeker's Allowance, Income-related Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999, The Guarantee element of State Pension Credit, Child Tax Credit (provided you're not also entitled to Working Tax Credit* and have an annual gross income of no more than £16,190) *You can get this help if you get Working Tax Credit and you are in the four week 'run-on' period where your WTC is due to stop because you have stopped work or reduced your hours or Universal Credit (NB this benefit is only just being introduced in Derbyshire,

It's easy to apply at www.derbyshire.gov.uk/freeschoolmeals

or ask Mrs Collins or Mrs Ryan in the school office



No matter how hard we try we have a never ending lost property basket! Feel free to look for all those items which have never returned home! Please make sure your ALL your child's belongings are CLEARLY named (full name is best as your child may share initials with another!) and remember that after a few washes names written in pen tend to fade and disappear! *Unclaimed items are disposed of each half term, so please look quickly!*

PE and Earrings; In line with school and local authority policy, earrings should NOT be worn on PE/Swimming days. Your child will be unable to take part in swimming. Nail Varnish: please make sure all nail varnish is removed before coming into school.

PARKING

Would all parent/carers who bring/collect by car please park considerately and not block anyone's access, park inappropriately or in disabled spaces when not entitled. Please DO NOT park on The Bridge carpark – this is private property. Please take extra care – it could be your child in danger!



Thank you



New Phone / New Contact Details?

Please keep us up to date! We don't know unless you tell us!

If you have any changes in contact details, telephone numbers, mobile numbers, changed circumstances at home, changes in medical information, anything please let us know in school! Confidential matters can be discussed with Miss Dixey or Miss Warburton. Thank you



JOB VACANCY:

We have vacancies for relief midday supervisors to cover for illness etc, working from 11:55am to 1:20pm.

If you are at all interested please call in at the school office for more information.