

High Lane Primary School



Information for Parents 2019-2020

Welcome to the new school year at High Lane. In this leaflet, you will find key information that helps to keep our whole school community functioning safely and effectively for the benefit of all. We consider ourselves very fortunate to have a proactive and positive school community and many of the issues identified on the following pages stem from queries or concerns raised by our parents, carers, pupils or the local community. We appreciate your support.

Contact information:

Headteacher: Mrs A Humphries

Email: headteacher@highlane.stockport.sch.uk

School office phone number: 01663 762378

School website: highlane.stockport.sch.uk

Please ensure that your contact details for Parentmail, Parentpay and ClassDojo are correct and up-to-date as these are the main ways we share essential information with you.

Staff List 2019

Headteacher:	Mrs A Humphries
Deputy Headteacher:	Miss T Roper*
Senior Teacher:	Mrs R Hancock
School Business Manager:	Mrs J Newton
SENDCO:	Mrs A Humphries
Safeguarding Lead:	Mrs A Humphries
Class Teacher Nursery:	Mrs S Callaghan
Class Teacher Reception:	Miss J Royle
Class Teacher Year 1:	Miss A Booth
Class Teacher Year 2:	Mrs R Hancock
Class Teacher Year 3:	Mr S Lonsdale
Class Teacher Year 4:	Miss M Wyche
Class Teacher Year 5:	Mr R Williams
Class Teacher Year 6:	Miss K Lloyd
HLTA:	Mrs J Haylock
Nursery Nurse:	Mrs R Ware
Teaching Assistants:	Mrs P Benson, Mrs S Cox, Mrs D Erskine, Miss A Horton, Mrs E Leonard, Mrs C Timms
Head Mid-day Assistant:	Mrs G German
Mid-day Assistants:	Mrs J Anthony, Mrs J Jones, Mrs E Leonard, Ms W Smith, Mrs R Ware,
Office Assistants:	Mrs L Bradford, Mrs T Fulton
Caretaker:	Mr A Zadoroshnyj

*Currently on leave



Who to contact when

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Class activities/lessons/	Your child's class teacher—ClassDojo or in
Payments	School office
School trips	School office
Uniform/lost and found	School office
Report an absence	School office
Absence requests	If you want to request approval for term-time absence, please fill in a request form. These are available on the website or from the school office
Bullying and behaviour	Initial concerns - Classteacher Ongoing/serious concerns - Classteacher or Headteacher
Safeguarding	Mrs A Humphries
School events/the school	Website/School office
Special educational needs	Mrs A Humphries/Miss J Royle
Before and after-school clubs	Marple Childcare/Kidzone —0161 427 4730
The governing board	Mr E Hughes via school office



Punctuality

School begins at 9.00am and ends at 3.15pm. Please ensure that your child arrives on time and is collected promptly from the playground. If children are late, they should enter school through the front office entrance and a 'late' mark will be awarded. If you are unable to collect your child due to an emergency, please call the office. If you make arrangements for your child to be collected by another parent, please inform the Classteacher or call the office.



Attendance

Every Day Counts! - It is vital that pupils attend school, on time, every day in order to gain the greatest benefit from their education.

95% is the national average attendance rate for a child at primary school. More than 95% is considered good attendance.



Absence

Of course, sometimes pupils are ill, and are unable to attend school or families suffer bereavements or other major traumatic events that necessitate absence from school. In these circumstances, school will do all we can to support you and your child and to ensure the negative effect on their education is minimised.



If your child is ill and cannot attend school, please leave a message on the school answer machine and follow this up in writing on your child's return to school. Please do not use ClassDojo to report an absence. If your child is sick or has a tummy upset due to a bug, please ensure that they are not brought into school for 48 hours after the episode is over to avoid others falling ill.

If your child will be late for school because of a medical appointment, or for any other reason, please inform the school office.

Leave of Absence

Except in unavoidable circumstances, all requests for a leave of absence must be made **at least 4 weeks in advance** by completion of the school form, 'Application for absence in term time'. On Government recommendation, absence requests are only authorised in very exceptional circumstances.



Street Parking

We understand that it is often difficult to park outside school in the morning. Please do not park on double yellow lines unless you have dispensation to do so (e.g blue badge holders), and never within 15 metres of a junction. Please also be considerate of our neighbours and refrain from parking across driveways.

Car park

The car park is for staff use only, except where parents or pupils have significant mobility issues. In this case, it is sometimes possible to use the space directly outside the office. Due to Health and Safety considerations, pupils and their parents must not walk through the car park as a short cut to Nursery or pre and post school club. This is particularly important whilst the roofing works are ongoing at school.

Playground

The playground can get very crowded before and after school. We ask that scooters, cycles, pets and play equipment are not brought into the playground. We also ask that the new astro-turf area is not used at these times.

To help us get the children into school promptly, we would ask that parents move away from the class lines on the morning whistle.



Medicines in School

Children should not bring medicines into school. Where medication has been prescribed by a doctor, this can be stored safely and administered during the school day on completion of a 'Medication Permission' form.

Children who suffer from asthma should have **two** named inhalers in school, one that they keep in their tray and one that is kept in the class asthma box.



Mobile Phones

Pupils from Nursery—Year 5 must not bring mobile phones to school. In Year 6, if parents need their child to have access to a phone before or after school for safety reasons, permission may be granted by the Headteacher. In this case, an agreement must be signed by parents and pupils and the terms of the agreement strictly adhered to at all times. The phone must be switched off on the school premises and handed in to the classteacher during school hours.



Healthy Snacks

As a holder of the 'Healthy Schools' award, we try to actively promote health and wellbeing to our pupils and parents. Please support this by sending healthy snacks for playtimes, such as fruit. Alternatively, a range of healthy snacks are available from the school tuck shop.



Nut Allergy

We currently have a small number of pupils with a serious nut allergy in school. Their reaction to coming into contact with nuts and nut products can be very serious. It can be set off by just touching a door handle that was recently used by someone with nut residue on their hands. In order to keep all pupils safe and healthy, we ask that parents avoid sending food containing nuts into school for playtimes or lunchtimes.

School Uniform

Please ensure that your child attends school in the correct school uniform, including PE kit, and that this is maintained throughout the year. Footwear should be sensible and waterproof and trainers should only be worn for outdoor games and clubs. If they wear laces, please ensure that they can tie these themselves.

Novelty hair accessories (including novelty hair bands) and most jewellery should not be worn, although children may wear a watch and stud type earrings. These must be removed by the child for PE.

