



High Lane Primary School

Information for Parents

September 2023

Inside this document, you will find reminders and essential information about the day to day procedures, rules and systems we use to keep everyone happy, safe and learning well in school.

This guidance supersedes any earlier versions and will be updated as necessary.

Please read it carefully and speak to your child's Classteacher if you need clarification.



The School Day

Children should arrive at school from 8.45am. The first bell will ring at 8.55am and school will begin at 9.00am .

Pupils should enter the school from the main playground.

School will finish at 3.15pm for Reception— Year 6 and pupils should be picked up from the school playground.

Full time EYFS pupils will finish at 3.15pm and should be picked up from the EYFS classroom.

Half day EYFS pupils should be picked up from the school office between 11.55am and 12.00pm.

Attendance

It is essential to your child that they attend school consistently unless they are ill or are absent due to another authorised reason as all absence has impact on their learning in school. Where high absence raises concerns, you may receive a formal letter from the school and/or you will be invited to meet with us to see if we can support you to improve your child's attendance. Referrals to wider professionals may be used to offer further help.

Absence for unauthorised reasons (including holidays) may result in a parental fine, issued by the local authority.

Please ensure that your child is on time to school so that they can start their learning in a calm and purposeful way. Children who are late must enter the school building through the office entrance and must be signed in by their parent or carer.

Communication with and from teachers/office

Information from school will go out through ClassDojo and/or Parentmail, so it is essential that we have the correct contact details for you and anyone who has parental responsibility for your child. Please ensure that you check that these platforms are working and that they are checked regularly in order to ensure that you do not miss important communications from school. If you are unable to access these platforms, please speak to the school office promptly.



Please do not engage the class teacher in long discussions at the classroom door. Messages can be communicated in advance to the class teacher via ClassDojo, but please be aware that these are not checked during the school day as the teacher is teaching. Also, messages sent after 4.30pm may not be seen by the class teacher until the next morning so urgent information can be passed to the office by phone.

Please note—Parents or carers must report all absences to the school office by phone

| I HAVE A QUESTION ABOUT... | WHO YOU NEED TO TALK TO |
|-------------------------------------|--|
| Class activities/lessons/homework | Your child's class teacher—ClassDojo |
| Report an absence | School office - Mrs Bradford or Mrs Roberts 01663 762378 |
| Payments School trips Uniform | School office - Mrs Bradford or Mrs Roberts 01663 762378. Payment via ParentPay |
| Absence requests | If you want to request approval for term-time absence, please fill in a request form <u>at least 4 weeks before the start of the requested absence</u> . These are available on the school website or from the office. |
| Bullying and behaviour | Initial concerns - Class teacher Ongoing/serious concerns - Class teacher or Headteacher via email (headteacher@highlane.stockport.sch.uk) |
| Safeguarding | Mrs Humphries (safeguarding Lead), Miss Roper (Deputy Safeguarding Lead) |
| School events/the school calendar | Website/School office/Parentmail/ClassDojo |
| Special educational needs | Miss Lloyd |
| Before and after-school clubs | Marple Childcare/Kidzone —0161 427 4730 |
| The governing board | Mrs Y Morton (Chair of Governors) via the school office |



Equipment

Most of the equipment that the children need will be provided in school.

- All children must bring a warm, waterproof coat to school every day. We will be going outside in all but the worst weather.
- In hot weather, children should have a sun hat or cap in school. Please ensure long lasting sun cream is applied in the morning before school.
- **Children should not bring a pencil case to school. All necessary equipment will be provided for them.**
- They should wear school uniform on all but PE days. On PE days, only the agreed adapted kit should be worn (see section on uniform). .
- School shoes should be worn, apart from on PE days. **Please ensure that children can tie their own laces efficiently and effectively, or that their shoes have a different fastening method.**
- All children bringing their own lunch should bring their packed lunch in a small, named box or lunch bag .
- Reading books and homework may be brought to school in a book bag. Children should not usually need to bring any other bag into school. unless for special activities (swimming, after school clubs, forest school etc).
- Snacks should be healthy and small enough to fit into your child's coat pocket .
- **All food brought into school must not contain nuts.**
- Children with asthma must bring an inhaler that can be left in school. This should be in a small , named bag. A medical administration form must also be completed, these can be obtained from the school office.
- Children must bring their own named water bottle for use in class. It must have a wide neck . The bottle must be cleaned daily, filled at home and will be refilled by staff as necessary. Plain water only may be brought to school for use in the classroom (no juice or flavoured water).

Please ensure that your child has all necessary belongings with them to avoid unnecessary parental trips to the school office.

Illness

Please support our efforts to keep children healthy and in school by ensuring your children practise good hand and respiratory hygiene. We will keep school procedures and practices under review and will adapt them as necessary should the need arise.

Please follow the link below for the most up to date Covid-19 Government advice.

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Please be aware that, in the event of gastric illness , it is expected that children will remain at home for **48 hours after the final episode if they have sickness or diarrhoea**. This is because these types of illness can be easily transmitted and we aim to avoid large scale outbreaks. We know this can often be inconvenient for parents and carers and appreciate your support in this matter.



Personal Hygiene

Children are reminded to wash their hands and/or use hand sanitising gel regularly when in school as this remains a primary way we will avoid passing illness to others. Please do not send children in with their own hand gel as many hand gels do not kill viruses as well, or as quickly, as soap and water does.

Tissues will be provided at school. Please ensure that younger children can use them and understand the 'Catch it, Bin it, Kill it' message. This will be reinforced in school.

Please also, always encourage your child to flush after they have used the toilet, to avoid staff needing to go in and do this for them. Children will be encouraged to wash hands before and after using the toilet and flush handles will be cleaned regularly.



Uniform

Children should wear full school uniform as outlined below on all days where they do not have a PE lesson.

Uniform

Grey school skirt, shorts or trousers

School sweatshirt / cardigan (or plain red)

White polo shirt

White or grey socks/tights

Dresses - grey pinafore or red gingham for Summer (optional)

Black school shoes (no trainers unless on a PE day)

Accessories

Jewellery should not be worn to school although small stud type earrings may be worn by children with pierced ears—children **must** be able to remove these independently if worn on PE days. Children may wear a watch, but this should not be one that has internet connectivity in line with school safeguarding practices. Novelty hairbands should not be worn to school as they be dangerous during PE or at playtimes.

New uniform can be purchased through the school, using ParentPay. Good quality pre-loved uniform can be purchased at a much reduced cost.

PE and Games

Following the success of adapting our uniform on PE days during the pandemic, we have introduced a simple PE day uniform. **On PE days only**, children should come to school in a simple adapted uniform of:

PE Uniform:

school sweatshirt/cardigan (or plain red)

plain white or red polo/t shirt

black or grey joggers, tracksuit bottoms or leggings (black shorts can be worn on hot days)

Trainers

PLEASE NOTE, THE PE VARIATION IS PART OF SCHOOL UNIFORM FOR PE DAYS. OTHER COLOURS/ACTIV WEAR SHOULD NOT BE WORN FOR SCHOOL.



Lunches

Children may bring their own lunch (cold food only please) or lunch can be provided in school. School lunches are ordered and/or paid for via Parentpay **at least two clear days in advance**. Infants (Reception, Year 1 and Year 2) and pupils who are entitled to free school meals through pupil premium are entitled to a free meal at lunchtime. These must still be ordered through Parentpay so that they get their preferred choice. For those who pay for school meals, please ensure there are sufficient funds in your account or meal choices will be cancelled automatically by the system.

Please can all parents ensure that meals are chosen and paid for in advance.

Marple Childcare

For families who need additional childcare, Marple Childcare Kidzone offer a before and after school service. Numbers are limited, so please contact them on 0161 427 4730 if you require this service.

This year, Marple Childcare is based in the separate building near the staff car park (old Nursery building). Please do not use the staff car park for drop off/collection.

Extra Curricular Clubs

The clubs available to pupils varies term by term. Most clubs are led by staff or parent volunteers and we suggest a small optional voluntary contribution to wards school costs for these clubs. Where clubs are full, a waiting list system may be used.

Clubs that are run by outside agencies and additional music tuition usually have additional charges and are often booked through them.

Please note, that good behaviour is expected when attending all clubs, in the same way as we would expect during the school day. Where behaviour does not meet these standards, children may be required to miss a session. Children who continually fail to meet behaviour expectations may lose their place.

Thank you for your co-operation in adhering to the guidance in this document.

Mrs Alison Humphries

Headteacher