



# High Lane Primary School

## Information for Parents

**September 2022**

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 in September 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 for Reception to Year 6. Children in Nursery who have older siblings in the main school may be dropped off between 8.55am and 9.05 am to enable parents to move between Nursery and the main playground.

Pupils from Reception— Year 6 should enter the school from the main playground. Nursery children should enter the EYFS area through the wooden gate on Fairacres Road.

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

In total, the school day is currently 6.25 hours or 31.25 hours per week.

Full time EYFS pupils will finish at 3.00pm and should be picked up from the EYFS classrooms.

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. Where high absence raises concerns, you may receive a formal letter from the school or you may be invited to meet with us to see if we can support you to improve your child's attendance. 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 and that you pick them up promptly. 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. It is essential that we have the correct contact details for you, 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 - 01663 762378
Payments School trips Uniform	School office - 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
Safeguarding	Mrs A Humphries
School events/the school calendar	Website/School office/Parentmail
Special educational needs	Miss K Lloyd
Before and after-school clubs	Marple Childcare/Kidzone —0161 427 4730
The governing board	Mr E Hughes or Mrs Y Morton 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.
- **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 . There will be no morning tuck shop in the Autumn Term.
- **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 and hold **no more than 0.5 litres of water**. 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**

As we move back into the cooler weather it will be likely that we will see a rise in Coronavirus cases again. Please support our efforts to keep children healthy and in school by ensuring your children practise good hand and respiratory hygiene. We will also be ventilating classrooms and public areas around school, so please make sure clothes children have jumpers and coats in school. If children are ill, please keep them at home until they are well enough to attend school. 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 Government advice.

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



## **Personal Hygiene**

Children will be 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. We understand that some children do get sore hands, parents may like to provide a small waterproof make up type bag, containing a gentler soap (liquid or a bar in a plastic container) and some hand cream for those children who get sore skin. Please do not send them in with their own hand gel as many hand gels do not kill the virus 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**

#### **Boys usually wear:**

grey trousers  
school sweatshirt (or plain red)  
  
white polo shirt  
grey socks  
black school shoes (no trainers)

#### **Girls usually wear:**

grey skirt or trousers  
school sweatshirt / cardigan (or plain red)  
white polo shirt  
white socks  
black school shoes (no trainers)  
  
dresses - red gingham for Summer (optional)

**New uniform can be purchased through the school, using ParentPay. Good quality pre-loved uniform can be purchased through the PTFA 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. 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.

The menu for September is now available to order. Choices for lunches for the first week back must be made by Friday 2nd September. This is so that the Mrs Maguire, our school cook, can order food in the right quantities to meet demand.

For those children in our current nursery who will be moving up to Reception in September, please can we ask that you do not order school dinners for the next academic year, until Friday 2nd September 2022. If you order before this date Parentpay will charge you for your meal and from September your child is entitled to a free school meal under the infant free school meal scheme.

For Year 2 children moving into Year 3, currently you are able to order meals without being charged and this does not change until the start of term in September. Therefore, meals ordered over August will be deleted in September if there is no money in your school dinner account on Parentpay. To avoid this please can we ask that you put enough money into your account to cover the cost of any meals ordered throughout July and August before the **31<sup>st</sup> August 2022** for the new academic year.

## 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 has returned to their previous location in the prefab building opposite the hall.

## Extra Curricular Clubs

Clubs will start in the week beginning 19th September. More information will follow in September.