



# High Lane Primary School

## Essential Information for Parents and Carers

**September 2026**

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

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

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

### **Communication with and from teachers/office**

The majority of Information from school will go out through ClassDojo so it is essential that we have the correct contact details for anyone who has parental responsibility for your child. Please ensure that you check this platform regularly in order to ensure that you do not miss important communications from school.

If you are unable to access them, please speak to the school office promptly.

## Who Do I Speak To?

As a parent or carer, it can be difficult to know who is best to contact when you need to let us know something. Please use the guidelines below to ensure any concerns or questions can be dealt with promptly.

| I HAVE A QUESTION ABOUT...                       | WHO YOU NEED TO TALK TO                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Class activities/lessons/<br>homework/curriculum | Your child's class teacher—ClassDojo<br>Curriculum overviews are on the school <a href="#">website</a>                                                                                                                                                                                                                             |
| Report an absence                                | School office - Mrs Bradford or Miss Walton<br>01663 762378                                                                                                                                                                                                                                                                        |
| Payments/School trips/<br>Uniform/dinners        | School office - Mrs Bradford or Miss Walton<br>01663 762378. Payment via ParentPay                                                                                                                                                                                                                                                 |
| Absence requests                                 | Formal absence request form request form must be submitted at least 4 weeks before the start of the requested absence. These are available on the school website or from the office. Completed forms must be returned to the office or emailed <u>as an attachment</u> to the Headteacher (headteacher@highlane.stockport.sch.uk). |
| Bullying and behaviour                           | Initial concerns - Class teacher<br>Ongoing/serious concerns - Class teacher or Headteacher via email (headteacher@highlane.stockport.sch.uk)                                                                                                                                                                                      |
| Safeguarding                                     | Mrs Humphries (headteacher@highlane.stockport.sch.uk)<br>Miss Roper (Deputy Safeguarding Lead)                                                                                                                                                                                                                                     |
| School events                                    | Website/School office/ClassDojo                                                                                                                                                                                                                                                                                                    |
| Special educational needs                        | Initially—Class teacher (if already in school)<br>Miss Lloyd (SENDCo) - sendco@highlane.stockport.sch.uk                                                                                                                                                                                                                           |
| Before/after-school club                         | Marple Childcare/Kidzone —0161 427 4730                                                                                                                                                                                                                                                                                            |
| The governing board                              | Mrs Y Morton (Chair of Governors) via the school office                                                                                                                                                                                                                                                                            |

## The School Day

|                                                      | Time              | Details                                                                                    |
|------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------|
| Arrival Time                                         | 8:40am -8:50am    | Children should arrive at school                                                           |
| School Begins<br>for Y1-Y6<br>School begins for EYFS | 8.50 am<br>9.00am | Official start of the school day                                                           |
| School ends for EYFS<br>School ends for Y1 - Y6      | 3:15 pm<br>3.20pm | Pupils should be picked up from playground where they will be dismissed by their teachers. |

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.**

Some parents have expressed concern over the fact that the additional hours only applies to Y1 - Y6 this is because official Department for Education guidance explicitly states that the 32.5-hour expectation does not apply to early years, including early years provisions within school settings (such as Nursery and Reception classes). The DfE excludes these settings specifically "due to the age of children."

We do appreciate that this means that the small number of families with children in KS1 or 2 and in EYFS have a slightly extended drop off time, and a slightly staggered end to the day and apologise for any inconvenience this may cause.

Full time Nursery 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 every day unless they are ill or are absent due to another authorised reason as all absence has an impact on their learning. The Government expectation for good attendance is 95 - 100%. Children who's attendance falls below 90% are considered to be persistently absent. 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.



## Equipment



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

- Coats: All children must have a warm, waterproof coat in school **every day**. We will be going outside in all but the worst weather.
- Classroom Equipment: Children do not need a pencil case in school. All necessary equipment will be provided for them.
- Toys: Children should **not** bring their own toys or fidgets to school, unless this is an agreed strategy with the Classteacher or SENDCo.
- Shoes: 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.
- Packed Lunch: All children bringing their own lunch should bring their packed lunch in a small, named box or lunch bag.
- Water Bottle: Children must bring their own named water bottle for use in class. It should have a wide neck, a drinking spout or straw and hold no more than 1.0 litre total capacity. The bottle must be cleaned daily, filled at home, and will be refilled in school if necessary. Plain water only may be brought to school for use in the classroom (no juice or flavoured water).
- Phones and Smart Watches: Internet-enabled devices or those that have the ability to take pictures must not be brought to school. This includes smart watches. (Please note, Year 5 and 6 may bring a phone to school, subject to a pupil/parent contract being completed, but this must be switched off whilst on the school site and handed in to the class teacher at the beginning of the day.)
- Reading books and homework: These 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, etc).
- Snacks: These should be healthy and small enough to fit into your child's coat pocket.
- Nuts: All food brought into school must not contain nuts.
- Sun Protection: 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.
- Inhalers: 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.

**All school uniform should be named. This includes PE kit.**

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



## **Uniform**

Children from Reception to Year 6 must 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 without logo)

White polo shirt (can be red in EYFS)

White, black 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 as staff are not allowed to do this for them.** Children may wear a watch, but this should not be one that has internet connectivity or the ability to take or view photos in line with school safeguarding practices. Novelty hairbands should not be worn to school as they be dangerous during PE or at playtimes. Long hair must be tied back.

**New uniform can be purchased through the school, using ParentPay or from other outlets (e.g. supermarkets). 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:

School sweatshirt/cardigan (or plain red)

### **PE Uniform:**

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 ONLY. OTHER COLOURS/ACTIVE WEAR MUST NOT BE WORN FOR SCHOOL.**

## Illness

Please support our efforts to keep children healthy and in school by ensuring your children practise good hand and respiratory hygiene.

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 and/or diarrhoea**. This is in line with NHS and public health recommendations. This is because these types of illness can be easily transmitted and we aim to avoid large scale outbreaks. Where children are brought to school before this time, you will be contacted and asked to collect them and keep them away from school until the 48 hours has passed. 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.

## Drop-off and Pick-up - Reminders

**Dogs must not be brought into the school playground. If they are tied up outside school, please ensure they do not block the gates and are calm and relaxed.**

**Please do not use your phone, take photographs or film whilst on the school site (including the playground).**

**Scooters and bikes must not be ridden in the school playground.**

**The school site, including the playground, is a vape-free zone.**



### Lunches

Children may bring their own lunch or lunch can be provided in school. School lunches are ordered and/or paid for via Parentpay **at least three clear days in advance**. Infants (Reception, Year 1 and Year 2) and pupils who are entitled to free school meals (targetted FSM or expanded FSM) 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.** If children are bringing hot food into school they should bring it with them in the morning. Please ensure it is provided in appropriate insulated, unbreakable containers that can safely keep the food warm and hygienic until lunchtime. For health and safety reasons, hot drinks or liquids (including soup) must not be brought into school.

### 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 between the hours of 8.00am and 5.00pm.**

### Extra Curricular Clubs

The clubs available to pupils varies term by term. Most clubs are led by staff and we suggest a small optional voluntary contribution towards equipment 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.

Children in extra curricular clubs will be dismissed from the front entrance (near the school office). Please wait for your child/ren on the path near the cycle shed, rather than blocking the vehicle entrance gates.

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 regularly 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