

10 September 2024

Dear Parents and Carers,

PARENT INFORMATION 2024-2025

Welcome back! We hope that you have all had a wonderful summer holiday. As the children go back to their routines, we thought that it would be helpful to send out an information letter from the office with everything that you need to know all in one place.

Attendance

It is important that your child attends school every day. However, if your child is not well enough to attend school, please follow the below procedures for reporting your child's absence:

Reporting sickness

If your child is unwell and will not be attending school, we have an answerphone service for you to call. It is very important to call the school office on 01489 799351 (press 1 to report an absence) before 8.50am, and leave a message, giving your child's name, class name and reason for absence. Please do not email the School Office to advise of the absence.

We do ask that you phone each day your child is absent unless you have completed 'A Request to Authorise Absence from School Due to Exceptional Circumstances' form.

If you do not inform us, we will contact you and other contact numbers that you have provided so that we know where your child is and that they are safe. This is because we are legally responsible for where your child is during school hours.

Any absence due to illness constitutes an 'authorised absence' this is authorised, but will impact on your child's attendance percentage.

Doctor/Dentist Appointments

Non-urgent appointments should be arranged outside of the school day wherever possible, although we are aware that hospital appointments are fixed. If your child will be late to school due to an appointment, please call the School Office on 01489 799351 and leave a message before 8.50am stating your child's name, class name and type of appointment and whether they will need a school dinner provided for them.

Evidence of any medical appointment will be requested. If your child needs to leave during the school day, please advise your child's class teacher in the morning. Your child will be collected from their classroom once a parent/guardian arrives to sign them out. Please could we ask that you do not try to

collect your child during their dinner break (11.40 – 12.40 for Year R, 12pm - 1pm for Years 1 & 2 and 12.20pm – 1.20pm for Years 3 -6)

Any other absences

Absences that are not due to sickness should be agreed in advance by completing a 'Request to Authorise Absence Form', which can be found on the school website.

<https://primarysite-prod-sorted.s3.amazonaws.com/wellstead-primary-school/UploadedDocument/82bc744e-a1c4-4585-baf7-d1d55698548c/request-to-authorise-absence-from-school-due-to-exceptional-circumstances-2024.pdf>

Please remember that there are very few exceptions where an absence will be authorised. There is no entitlement to authorised absence for a family holiday and in this case, we follow guidance from the local authority. More information can be found here:

<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

Gates

Gates for year 1-6 will be open from 8.30am and will close very promptly at 8.50am. If you arrive after 8.50am please take your child to the office where you can sign them in and order their lunch. Any child arriving after 8.50am will receive a late mark in the register. Year R gates will be open from 8.40am.

There will be a member of staff on the gates and at each entry point to the school in the morning if you need to pass on any messages. There will usually be a member of site staff or SLT in the playground at the end of the day.

Smoking on site

Please can we remind you that there is a strict no smoking policy on the school site, this includes cigarettes, e-cigarettes and vapes.

Dogs

Guidelines from Hampshire County Council indicate that no dogs other than assistance dogs should be brought onto the school premises or grounds at any time.

Arrangements for home-time

Children may only be collected by siblings who are over the age of 16 on your contact list.

If your child is being collected by somebody different and unknown to the class teacher, please ensure that your child and their class teacher are made aware of these arrangements in the morning, by either phoning or emailing the school office.

We will not release your child to an adult, even if they are known to the school, without permission from a parent or carer. If something comes up during the school day and there is a change of collecting adult, please ensure that the school office is aware and they can then pass a message to the class teacher.

Please do not be offended if you are contacted by the School Office to confirm collection arrangements, we will always check if there is any doubt as the safety of the children is always our priority.

Walking home – Y5 and Y6

Some parents may wish to give children in Years 5 & 6 permission to walk home unaccompanied. If you wish your year 5 / 6 child to be able to walk home at any time unaccompanied then it will be necessary to complete our 'KS2 Permission to Walk Unaccompanied' form. Link: <https://forms.gle/V3BmrWegyMULCd3b9>

If you have already informed us by email, you do not need to complete the form.

If we do not have this permission in place, we will assume that your child is being collected by an adult and will not release them to walk home unaccompanied.

Clubs

If your child will not be attending a club they are part of, please let the school know via a note to their class teacher. If your child does not turn up for a club, we will always follow that up so that we know where they are and that they are safe. You will be contacted if your child is absent from a club and no reason has been given to the club leader.

Stay and Play/Wake up Wellstead

'Wake-Up Wellstead' Breakfast Club runs Monday to Friday from 7:30am to the start of the school day and our 'Stay and Play' After School Provision runs Monday to Friday, from the end of the school day until 6pm. For information on how to book, please see

<https://wellstead-primary-school.secure-primariesite.net/wraparound-care/>

Contact Details

If your contact details and/or address change you must inform the School Office in writing/email or use the Arbor parent portal to update them. It is vital that we have the correct contact numbers as we might need to contact you during the school day. For more information on the Arbor Parent Portal see:

<https://support.arbor-education.com/hc/en-us/articles/212097029-A-quick-introduction-to-Arbor-for-guardians-and-parents#logging-in-0-0>

Contacting the school

If you need to contact the school urgently, phoning the school office is the quickest way to ensure that we receive your message. You can also email the school office if you need to provide a longer explanation on: adminoffice@wellstead.hants.sch.uk

If you have any concerns about your child, please talk to their class teacher in the first instance. Teachers can be contacted in Year Group email addresses which follow the following format: y2staff@wellsteadapps.co.uk Please swap the number for your child's year group eg YrStaff or Y6staff etc.

Any email that you send into school will be processed as soon as possible and we will reply within 48 hours. Please remember that teachers are teaching during the school day and so you are unlikely to receive a same day response.

Parking

The school car park is for school staff, invited visitors and those wishing to use the accessible parking spaces only, and should not be used to drop off or collect children at the beginning or end of school day unless agreed with the Headteacher. Parking is available at Dowd's Farm Car Park which acts as a "Park and Stride". **Please park considerately and safely** when parking in the nearby streets to the school.

The school car park gates will be locked between 8.30 a.m. and 3.30 p.m.

Visitors

All visitors to the school must sign in at the School Office and read the school's Health and Safety Information on the entry sign in system. Regular visitors and volunteers will require a DBS check provided by the school.

Lost Property

Please ensure that you name all of your child's belongings. Any named items that are found around the school will be returned to the child's classroom. Any unnamed lost property will be placed in the Lost Property boxes, in the foyer by the front door. This box is emptied at the end of every half term.

First Aid

First Aid is logged onto our Medical tracker system where appropriate, which will send you an email informing you that your child has had first aid in school. If the injury is more severe, we will call you and let you know.

Please see our First Aid Policy on the school website for further information.

Medication

Medicines must have been prescribed by a GP and must be in their **original container clearly displaying your child's name, expiry date and dosage information**. Medication to be administered must be brought to the School Office by a parent/carer and signed in using the 'green form'.

A green form will need to be filled in with clear instructions regarding the medication your child needs and when they need to have it. Medications will not be administered if written authorisation has not been provided by the parent. If your child has a medical condition, an Individual Healthcare plan will be put in place and medical assistance will be given by a trained member of staff. Please do not put any type of medication, including symptomatic relief such as throat pastilles in book bags.

Please **do not** send your child to the office with medication, medications should not be within the reach of children at all.

Any special soap or non-scented creams should be brought into the school office which will then be taken to their classrooms for application.

We are not able to administer antihistamine medication unless it is part of a child's Individual Healthcare Plan which would include an allergy management protocol. Please ensure that hayfever medication is given before the school day if your child is likely to need it. If your child is presenting with allergy symptoms and they do not have an Individual Health Care plan in place, we will call you.

We are no longer able to provide liquid paracetamol for children to take during the school day. If your child needs paracetamol, we will call you to discuss and it might be that we invite you into school to administer. If your child has a short-term medical issue for which they are likely to need paracetamol regularly until the condition has improved, please provide a bottle of unopened liquid paracetamol and sign that in on a green form. Office staff will then administer accordingly until the condition has improved and the remaining medication will then be sent home.

Dinner Money

Must be paid for using our on-line payment system. The current cost of a school meal for children in KS2 is £3.20 per day. Reminder emails/phone calls will be sent out regularly to inform parents of any monies owed for debt over £15.00 (one week of school dinners equivalent).

Payment for meals can be made online via Tucasi/Scopay if you do not have access, please contact the school office.

<https://www.scopay.com/login>

Uniform

Please ensure that uniform and PE kit, lunch boxes and coats are all named clearly and that you contact the school promptly to find any lost or forgotten items. It is your child's responsibility to ensure that clothing is safely put in cubby holes/trugs provided if not being worn.

Footwear must be suitable to endure the demands of the school day, as well as being safe - please avoid slip-on shoes. **If your child has lace-up shoes or trainers, please ensure that he or she is able to tie them.** Please ensure that your child has outdoor clothing appropriate to the weather.

PE uniform should be worn on the days that your child has PE:

Class	From 3 September 2024
Barley	Monday

Chickpea	Monday
Maize	Tuesday & Thursday
Oat	Tuesday & Thursday
Corn	Tuesday and Thursday
Wheat	Tuesday & Thursday
Poppy	Wednesday & Friday
Quinoa	Wednesday & Thursday
Rye	Monday & Friday
Sunflower	Monday & Thursday
Farro	Monday & Friday
Sesame	Monday & Friday
Rice	Wednesday & Friday
Lupin	Monday & Wednesday

For more information please see our Uniform Policy:

https://primarysite-prod-sorted.s3.amazonaws.com/wellstead-primary-school/UploadedDocument/527fc1ab-d833-4432-b720-9c2971748d46/wellstead-uniform-policy_2023.docx-1.pdf

Bikes and Scooters

Children (and adults) should not ride cycles or scooters anywhere on the school site at the start or end of the day, to ensure the safety of all people on the playground. This includes pre-school children who may have a bike or scooter. Bikes/scooters should be left in the appropriate bike sheds.

Website Calendar

All up to date information regarding trips, assemblies and other events are on the school website calendar. <https://wellstead-primary-school.secure-primarysite.net/calendar/>

Please remember that dates published in advance can be subject to change. We will endeavour to update the school calendar appropriately and confirm via newsletters or letters nearer the dates in question. All newsletters are found here:

<https://wellstead-primary-school.secure-primarysite.net/interactive-newsletters/>

Nut Allergies

There are a number of children in school who have severe nut allergies. To keep them safe from the effects of a serious and potentially deadly allergic reaction to nut products, please do not include nuts or nut-related products (particularly peanut butter and Nutella) in lunch boxes or snacks.

We also ask you not to send in cakes or sweets on your children's birthdays as this can also present difficulties. This also includes lip balms/liquid soaps and sun cream containing any nut oil.

Inset Days and term dates 2024/2025

Monday 2nd September 2024

Friday 29th November 2024

Monday 2nd December 2024

Friday 14th February 2025

Friday 20th June 2025

<https://www.hants.gov.uk/educationandlearning/schoolholidays>

We hope that this letter is helpful and gives you all of the information that you need, if you have any questions, please do not hesitate to contact the school office on Tel. No. 01489 799351.

Kind regards,

Mrs Clark, Mrs Sword, Mrs Robson and Mrs Jones

The School Office Team

 **Respectful**  **Reflective**  **Aspirational**  **Adaptable**  **Collaborative**  **Independent** 