



**Saughall All Saints C of E
Primary School**



Parents Information Booklet

2017/18

2017/2018 Holiday dates

School Opens for pupils	Date of closing for pupils
Tuesday 5 th Sept 2017	Friday 27 th October 2017
Monday 6 th November 2017	Thursday 21 st December 2017
Monday 8 th January 2018	Friday 16 th February 2018
Monday 26 th February 2018	Thursday 29 th March 2018
Monday 18 th April 2018	Thursday 24 th May 2018
Monday 4 th June 2018	Friday 20 th July 2018

INSET

Monday 4th September 2017
Friday 22nd December 2017
Friday 25th May 2018
Monday 23rd July 2018
Tuesday 24th July 2018

BANK HOLIDAYS

Friday 30th March - Good Friday
Monday 2nd April - Easter Monday
Monday 7th May 2018

Attendance / Absence

We encourage good attendance and offer termly and end of year merit certificates to pupils achieving 100%.

We appreciate that at times your child may not be well enough to attend school and we ask that if this is the case you leave a message on the school answer phone before 9am stating the reason for absence and anticipated return date.

Please provide a short covering note on their return.

If your child has a medical appointment please provide a copy of the appointment letter for our records.

Holidays during term times should be requested on the absence request form which is available on the website or from the school office. Holidays will only be authorised in exceptional circumstances. Please see the attendance policy for guidance on leave during term time.

Swimming

The children in Years 3 -6 have swimming lessons on a rotational basis as one of their weekly PE slots this is part of the curriculum and all children are required to take part regardless of their ability. Ability is assessed by the swimming instructor on the first lesson and children are grouped accordingly. We do ask for a contribution towards the cost of transport. Letters and details are sent home before your child's course of lessons begins.

Volunteers

We are very fortunate in having a number of volunteer parents, grandparents and friends who regularly help us in school with activities eg art, craft, baking, hearing children read or playing maths and literacy games. If you would like to become one of our regular volunteers you would be very welcome. All volunteers need to fill in a DBS application for a safeguarding check but there is no charge for this. Please see your child's teacher or call in at the school office if you would like to be a volunteer.

Uniform / dress code

You will receive a copy of the school uniform policy as part of your child's welcome pack when they commence at Saughall All Saints. Uniform order forms are available at the school office along with samples for you to view. Uniform orders may also be placed via the school online payment system. We ask that all our pupils adhere to the dress code and come to school appropriately dressed for the school day.

Your child's PE bag should be kept in school during the week and taken home for washing on a Friday. Please make sure that your child brings a coat to school unless warm weather is guaranteed for the whole day.

Children may wear watches but must take them off for PE. Earrings may only be small studs and should be removed for PE unless your child's ears have only recently been pierced.

Parent/Teacher Consultation Evenings

Parent /Teacher Consultation Evenings are held each term. Letters offering appointment time slots are sent home for you to request a convenient time and date. Teaching staff consult each other regarding siblings and allocated time slots are sent home. We allow 10 minutes for each appointment and ask that you consider other parents and keep to your allotted slot. If there are issues to discuss requiring more time, parents may make an appointment with the class teacher on another mutually convenient date. The July consultation evenings take a different format as they are an informal opportunity to talk with your child's existing or new teacher. The July evening is the only one we encourage you to bring along your child if you so wish.

After School Clubs

School run after school clubs take place and are allocated on a termly basis. The range of clubs offered is dependent on the time of year but there is usually a good range for each year group. Letters are sent home for you to indicate your child's choice. We are usually only able to allocate one club per child depending on interest. All school run clubs are £1.00 per week. In addition to this we have SG Sports at outside sports provider who offer after school football coaching on a Monday. We also have outside providers of Piano and Guitar tuition. Please ask at the school office for details.

Letters

School Newsletters are sent out on a regular basis and detail events and activities along with appropriate information and reminders. We only send out one per family for newsletters/ general letters and brochures where information may be duplicated this is sent home with the youngest sibling. Class/Year specific letters are sent home per pupil.

The School Day

The gates to the school playgrounds are opened at 8.40am. Parents are welcome to accompany their children into the school grounds in the mornings. Year 1 and 2 and Year 3 - 6 have separate playgrounds. The Key Stage entrance doors will be open from 8.40am for the children to go to their classes. All children **must** be in school by 8.50am.

Reception children are taken straight into their classroom where you will be met by your child's teacher, you may assist your child to put away their belongings and hang up their coat. Before the children's transition to Year 1 they will be encouraged to line up with the other children in readiness for this move this usually takes place in the Spring term. Any children arriving after 9.00am will do so by the front entrance as the gates will be locked at this time. We do ask you to be punctual as late arrival is unsettling for your child and disruptive for the class. If you are unavoidably late please bring your child into school where a member of staff will take your child to the classroom and you will be asked to sign them in on our electronic system.

We ask parents to supervise their own children whilst in our grounds and not allow them to use the play equipment before and after school. Scooter/ Bike racks are sited near the entrance. To avoid the risk of accidents scooters and bicycles must not be ridden around the school site. In line with Cheshire West and Chester Council policy dogs are not allowed on the school grounds even if they are carried.

The school day finishes at 3.10pm for reception pupils when you may collect your child from the classroom. All other children finish at 3.15pm, Year 1/2 class pupils should be collected from their class. Year 3/4 and 5/6 pupils leave school unaided unless you have made your child and their teacher aware that they will be collected from their classes.

School Lunches

Children staying for school lunches are offered a choice of hot meals which are prepared on the premises by our school cook Mrs Craven. A choice of vegetables and salad is always available along with various desserts and a choice of drink.

There is a three weekly menu which is sent home to parents and available on the website.

All children from Reception to Year 2 will be offered free school lunches as part of The Universal Free School Meals Government Initiative. However, if you are entitled to Free School Meals it is still important that you claim, the telephone number is 0300 123 7039.

From 1st September School meals are £2.25 per day £11.25 per week. Children are welcome to bring in a packed lunch from home, please don't forget to include a drink. They may sit with their friends regardless of their lunch preference.

Dinner monies may be paid via the online payment system, Tucasi (log on details for your child are available from the school office) or at the school office by cash or cheque - in an envelope or purse please - cheques should be made payable to Saughall All Saints Primary School.

Snacks/ Morning Break

Reception children are given a piece of fruit at morning break along with a drink of milk provided under the Government under 5's milk scheme.

Year 1 and 2 pupils are given a piece of fruit at morning break.

Year 3 - Year 6 pupils may bring in a snack to eat at morning break e.g. a piece of fruit or a cereal bar, alternatively the school kitchen will sell toast (20p) or half a bagel (25p). Bacon bap on Fridays 50p.

Lost Property

We do not have an area where lost property is stored as we encourage our pupils to take responsibility for their own belongings. The younger pupils are of course assisted in locating their items. Children have their own tray and coat peg in the vicinity of their classroom. All personal items and uniform should be clearly labelled to enable them to be reunited with their owner if they are found around school.

If your child brings home an item which is not theirs in error please return it to the school office.

School Assembly

We have assemblies each morning either as a full school or in Key stages. We observe the Christian ethos of our school and at times have guests in to perform assemblies and assist our collective worship.

Homework

Homework is set on a weekly basis from Year 1 - Year 6.

The amount and format of Homework varies across the year groups you will be informed of what your child can expect to receive and on what day this is given out and handed back on the Key stage newsletters which are issued each term.

Photo Consent

All new starters to Saughall All Saints are issued with a consent form for the use of photographs/ images of your child either in the media, on our website or in advertising materials.

Your wishes are then held on record for your child's time with us.

Contact details

It is important that the contact/ emergency details we hold for your child are current. The details we hold on file for your child are sent home early in the academic year for you to amend where necessary and return. If any details change we ask that you notify the school office so we can update our records.

First Aid/ Medical

We have a number of staff who are qualified first aiders in school and who administer basic first aid when required. If your child has a head bump in school you should receive a form informing you that this is the case and advising you of symptoms to be aware of. If we feel it is necessary we will of course inform you if your child may require medical treatment or is too ill to remain in school.

If for any reason you require us to administer medication of any kind please call in at the school office to complete a medical form. We have a fridge for storing medicines which need to be kept chilled.

We have a medical cabinet for the storage of asthma inhalers and would ask that we are provided with an inhaler to keep in school if your child has this condition. You should also make us aware on the data collection sheet that is sent home on an annual basis. If your child's condition changes please update us as appropriate.

Trips and Visits

Throughout the school year the children may go on school visits these can be tours of the village, visits to the church or whole class/ year group outings via coach. We also have 3 residential visits a year:

Year 2 - 1 night stay at Plas Nantglyn

Year 4 - 2 night stay at PGL, Borreatton Park, Shropshire

Year 6 - 2 night stay Conway centre

There is a charge for trips although these are usually subsidised from school fund. As the residential visits are more costly there is the opportunity to spread the cost of these trips over a number of months. A payment card is issued by way of a receipt and for you to see at a glance how much you have paid.

You will be asked early in the academic year to sign a consent form for your child to take part in any supervised outings on foot from the school. Any other trips will be detailed in a letter specific to that visit. We do try to give as much notice as possible of up and coming trips and visits.

Water

The children are issued with a school water bottle when they start with us in reception. All our pupils are encouraged to drink water throughout the school day and are able to re-fill their bottles from the water coolers provided. Replacement bottles are available from the school office for the subsidised cost of £1.00.