



Autumn 2016

Dear Parents,

Please see our general, whole school 'reminders' sheet below. Additional information can be found on the school website at www.ellinghamschool.co.uk.

Clothing

We place great emphasis on, 'looking smart, working smart' and expect all children to wear the correct school uniform. If there are any difficulties with uniform please let us know, rather than having us ask your child. Letters will be sent home if incorrect uniform or PE kit is worn without a letter of explanation.

All children have an individual locker, however items of clothing will continue to be mislaid. Please help us to make it easier to locate their owner by labelling everything.

Safety

If your child arrives after 8.55am they must come into the school via the main entrance. This ensures that they will be marked as present on the register and this is particularly important if, for example, we have a fire drill.

Please ensure that the teacher and/or teaching assistant know who is picking up your child. Forms which give other adults permission to collect your child are available from the reception desk. We also need parental permission for older children to walk home without an adult.

Scooters and bicycles should not be ridden on the school grounds. Please support staff to enforce this, as well as ensuring that your child has appropriate safety equipment if scootering/cycling to school.

Long hair should be tied back at all times and we discourage the wearing of jewellery for health and safety reasons. If earrings are worn, these should be studs. They must be removed for PE lessons, unless they are newly pierced, in which case they will be covered with tape for the first six weeks.

Please provide your child with appropriate footwear at all times, including on MUFTI (non-uniform) days.

Please do not allow your child to play on school playground equipment at the beginning and end of the day or during school events as they may not be insured, should they have an accident.

Attendance

Authorised absence will not be granted for any leave, unless there are exceptional circumstances. Please check the website (policies tab) for medical advice if you are unsure whether or not your child is able to come to school.

If your child is going to be absent please let the office know prior to 9.15am. This can be done via the website by using the 'Contact Us' tab.

Forty eight hours should be allowed after sickness/diarrhoea before returning to school.

If children have medicine which needs to be taken three times a day we ask that parents administer this at home. If a qualified medical practitioner has prescribed medicine to be administered four times a day we ask parents to come in to support us to do this. Please see the office staff if there are exceptional circumstances which you need support with.

Children with identified medical needs will continue to be supported by staff.

Being Safe and Healthy

Fresh water is easily accessible throughout the school. Children should bring in a labelled water bottle which they can refill as required.

We are a healthy school and expect parents to provide a healthy lunch (please see our Packed Lunch Policy for further guidance). Polite reminders may be put in lunchboxes if our packed lunch policy is not followed.

We do have children in the school with nut allergies and ask that all parents support us to reduce the risks to them by providing nut free packed lunches - this includes peanut butter.

As a healthy school we ask that children do not bring in cakes or sweets for their birthday. To mark the occasion you could, if you would like to, donate a book to the class. This will be labelled up accordingly.

PE lessons and exercise breaks will take place indoors and outdoors. Please provide blue or grey jogging bottoms or a tracksuit in the winter.

We ask that you reinforce our E-safety rules when children are at home. These can be found in the Children's Zone on the website. This includes ensuring that they only access age appropriate materials.

Communication

We will continue to use texting, email and the website as our primary means of communicating. If you do not have regular access to emails please request a paper copy of letters. The majority of school letters are put onto the school website, along with regular news.

If you change your contact details please inform us as soon as possible. In situations where parents are separated we are happy to provide you with a set of information each e.g. end of year reports. Please let us know if you require two sets.

We will also be using communication such as Twitter and Facebook.

Whenever possible, at least one member of the leadership team will be at the front door or school gates before school.

We are very open to suggestions and there is a suggestion box by the reception desk, for those who would prefer anonymity. The website also has a facility for you to give feedback in the 'Contact Us' tab.

If there are any changes at home or within the family during the year it is better to let us know - even if you don't think your child will be affected by them in school.

Helping Out/ Getting Involved

We are always on the lookout for willing volunteers who will change books, listen to readers, play word games, prepare resources etc. If you would be interested in helping out please speak to the class teacher and ask at the reception desk for a DBS police clearance form. If there is an extended family member who would like to help out please let us know.

We aim to provide a wide range of extra curricular clubs and rely on the dedication of staff as well as external providers, for whom there is a charge. If you would be willing to run a club we would be delighted. Again a DBS check is required and a member of staff will be available to support you initially.

Please speak to Mrs Pakes if you would like to join our adult choir.

Dates

Dates for class assemblies and other whole school events can be found on the website.

Throughout the year we run a wide range of events for parents such as: themed coffee mornings, guest speakers and Christmas concerts. These are well advertised and always very well evaluated.

If you have any questions regarding the above, or anything else, please don't hesitate to contact me.

Kind Regards,



Mrs S Creegan

Headteacher