

Sunningwell C of E Primary School

School Information – Sept 2018



Dear Parents/Carers

Please take the time to read this update as it contains a considerable amount of information on various aspects of our school.

Contact details

The contact details for the school are;

Email: Office.3242@sunningwell.oxon.sch.uk

Telephone: 01865 739378

Website: www.sunningwell.sch.oxon.uk

The School Office hours are 8.40am – 3.10pm. Emails are checked periodically throughout the day but if you need to contact the school about an urgent issue, for instance to update on who is collecting your child, please call the office.

Access to school morning/afternoon

Registration opens at 8.40am and closes at 8.55am. Please ensure that your child is in school in good time in the mornings. School finishes at 3.10pm and children need to be collected promptly.

Children should not play on the equipment in the playground or on the school field before or after school.

All children should enter/depart their classrooms from the playground and not through School Reception. This applies to the start and end of the day. If children arrive after registration at 8.55am or before the end of the school day at 3.10pm then they will need to use the School Reception entrance.

Absence

Children are expected to attend school each day during term time unless they are unwell. If your child is unwell please email or telephone the School Office as soon as possible. If your child is unwell at school you will be contacted and asked to collect your child as soon as possible. Children leaving school during the school day need to be collected by an adult and the details recorded in the signing out register.

If your child has vomited or has had diarrhoea then they cannot attend school for 48 after the last episode.

If your child has a medical/dental appointment during the school day, please email the School Office in advance to notify us.

If you wish to take your child out of school for any other reason during the day, please email the School Office or send a letter to the Head Teacher.

Open Door Policy

We have an Open Door policy so your child's teacher will be able to answer questions in the first instance. However, if you need to speak to a teacher or the Head Teacher at any length then they would be happy to make an appointment with you so that they can give you their full attention. Please bear in mind mornings are a particularly busy time for teaching staff as they are settling children ready for lessons. Appointments with the Head Teacher can be made by emailing the School Office and appointments can be made direct with teachers. If your child has just started school then the following link may be helpful to you, <https://www.parentkind.org.uk/For-Parents/Be-School-Ready>.

Parents and Teachers Association

For many years we have had an excellent PTA committee who raise much needed funds for our school through arranging fundraising events at our school for children and parents. If you would like to get involved please contact the school office. We always need more people to come along and help.

ParentMail

We use ParentMail as our parental communication and online payment system. We send all booking forms and letters out via ParentMail. Booking forms should be printed out and returned to your child's class teacher at morning registration. Payments for meals, after school clubs and trips can be made online.

If the school is closed in an emergency we will email/text you via ParentMail. There is also a ParentMail app parents can download and this is highly recommended. There is no facility to send messages to the school via ParentMail.

School Lunches

Lunches need to be pre-booked and paid for termly in advance. If you book a meal and subsequently your child does not take this meal or brings in sandwiches you will be charged. The only exception is if your child is absent due to illness or a medical appointment. Children in Reception/Year 1/Year 2 receive free school lunches but these still need to be booked in advance.

After School Club

We require booking forms and payment in advance for After School Club. We need booking forms so that we know which children are expected to attend club and should be onsite after school. Parents/Carers need to sign children out at the end of the club so we know they have left the school site with an adult.

If your child is doing any sports clubs they will need their PE kit and for those doing Football club, shin pads and football boots are required.

Payments for Lunches, Clubs and Trips

Our preferred method of payment is online via ParentMail.

If you need to pay by cheque please place your cheque in an envelope with your child's name, class, amount enclosed and for what purpose the payment is for i.e. school lunches etc. Cheques should be made payable to the following payees;

School Lunches – OCC

After School Clubs – Friends of Sunningwell School

Trips – Sunningwell School

Cheques should be deposited into the money box in School Reception.

If you would like to know the balance of credit on your child's Lunch or After School account, please email the School Office.

Uniform

We are very proud of our school and we expect children to have high standards of personal appearance in and around school. This helps us to maintain good attitudes to learning and encourages pride in our school. We also expect these standards to be maintained during PE lessons and when children represent the school at events offsite.

Please ensure that your child has the correct school uniform every day including black leather school shoes. Children also need to have their PE kit in school every day.

Children should only wear discreet stud earrings and these need to be removed for PE.

In the winter, knee/ankle boots can be worn but they must be plain black leather without any embellishment or embroidered patterns.

Sunningwell school uniform can be purchased online at www.schooltrends.co.uk.

Packed Lunches

It is important that packed lunches are healthy and nutritious. The change4life website features many tips for ensuring packed lunches are healthy. Children should not have chocolate bars in their packed lunches and please avoid any nut products including peanut butter and Nutella as we have a child with a nut allergy in the school. Children should not have fruit juices/fizzy drinks for lunch and instead should have plain water in a refillable bottle.

Pupil wellbeing

We cannot stress enough the effect of good wellbeing on pupils learning and development. We would ask that children get a good night's sleep and have a healthy breakfast before they come to school. Children should always have a refillable water bottle at school. Screen time should be limited before bedtime so that children can prepare themselves for sleep.

Medicines in school

If your child needs any medication or asthma inhalers at school then a completed medicine form is required so that we have your permission to administer medicines. Forms should be handed to your child's teacher explaining the dosage and at what intervals. All medication needs to be labelled with the child's name.

Medicine forms are available on the school website for you to print and complete at home.

Parking

Separate information is available but it is vital that parents/carers park in a considerate manner along the lane and in the village.

Dogs on school premises

Dogs are not permitted on school premises. Please do not leave dogs by any school entrance. We have a guide dog in training and a reading support dog which are on school property occasionally and are exempt from this rule.

Term Dates

If you would like a copy of the term and inset dates, please email the School Office.

