



Sunningwell C of E Primary School

School Information –September2020

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

Please only call the school if the matter is urgent; 01865 739378

Website: www.sunningwell.sch.oxon.uk

The School Office hours are 8.40am – 3.10pm.

Access to school morning/afternoon. Please note that your support with this will decrease risk to the whole school community.

Each class* will have specific time for drop off/collection each day. You should not need to wait before or after school as your children will go straight into class at the beginning of the day and be ready for collection at their designated time. Wherever possible, please do not bring siblings who are not attending school or other family members currently. Please enter by the pedestrian gate and leave via the Spinney using the one-way system (please note the field/Spinney can get muddy in wet weather).

With staggered drop off/collection times the lane should be less busy. To increase efficiency further and minimise risk we would kindly ask that you;

- arrive for drop off and collection at the designated time for your child(ren)
- do not stay to chat on the school site or the lane.
- leave quickly when your child has been dropped off/picked up

	Drop off	Collection
	AM	PM
Class 1	8.55	3.10
Class 2	8.50	3.05
Class 3	8.45	3.00
Class 4	8.40	3.00

*Please read if you have children in multiple classes.

Drop off

All classrooms will be open at 8.40 ready to receive children. Families with children in more than one class should choose the earliest drop off time (the time your eldest child should be dropped off). For example, if you have children in Class 1 and Class 4 you should drop them both at 8.40 teachers will be ready to take your children into both classes at this time. At **Collection** time, pick up all your children at the time your eldest child should be collected.

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. The School Office area will remain closed and parents/visitors will not be permitted in the building.

Absence

Children are expected to attend school each day during term time unless they are unwell. If your child is unwell, please email 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. Wherever possible please avoid appointments during school time. If your child does need to leave school during the day, please email the school office with the details in advance. On the day, your child will be brought to the Main School Door at the time you wish to collect them.

If your child has vomited or has had diarrhoea, then they cannot attend school for 48 after the last episode. If your child is displaying symptoms of COVID-19, do not bring them to school and arrange a test. If the test is positive, please contact the school as soon as possible.

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.

Speaking to Teachers

Currently, parents are not to access the school building for any reason. If you need to pass a message onto your child's teacher, please email the school office. If you need to speak at any length to your child's teacher or Headteacher, please email the school office with contact details and we will telephone you at a suitable time.

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 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 completed and emailed to the school office. We do not accept paper copies at the moment.

If the school is closed due to 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 or reply to any emails sent from 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, however, these still need to be booked in advance. For the time being children will eat their meals in the classroom or outside in their 'bubble'. Booking forms will be emailed to parents/carers.

After School Care

We require booking forms and payment in advance for After School Care. We need booking forms so that we know which children are expected to attend the sessions and should be onsite after school. We will not accept any bookings forms if full payment for all bookings have been made. Numbers will be limited to 15 children per session. The sessions may take place outside or inside and activities will be determined by governmental advice.

Payments for Lunches, After School Care and Trips

We do not accept payments of cash or cheques. Payments for lunches, after school care and trips can all be made via ParentMail. This allows you to keep track of what you have paid for. If you have any difficulties with payment via ParentMail, please contact the School Office.

If you would like to know the balance of credit on your child's 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. Long hair should always be tied up/secured.

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 in Abingdon at South East Workwear or on their website.

Packed Lunches

It is important that packed lunches are healthy and nutritious. The <https://www.nhs.uk/change4life> website features many tips for ensuring packed lunches are healthy. Children should not have chocolate bars in their packed lunches. Please avoid any nut products including peanut butter and Nutella as we have a child with a nut allergy in the school. For the sake of your children's teeth children should have plain water in a refillable bottle. Please do not send your child with fruit juices/fizzy drinks.

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 completed explaining the dosage and at what intervals. All medication needs to be labelled with the child's name and handed to your child's teacher. They must be placed in a clear plastic bag. Medicine forms are available on the school website for you to complete at home and email into the school office.

Parking and driving in Dark Lane

Separate information is available, it is vital, however, that parents/carers park and drive 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, or see the school's website. <https://sunningwell.oxon.sch.uk/>

