



# Sunningwell C of E Primary School

## School Information –September2021

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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](mailto:Office.3242@sunningwell.oxon.sch.uk)

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

Website: [www.sunningwell.sch.oxon.uk](http://www.sunningwell.sch.oxon.uk)

The School Office hours are 8.40am – 3.10pm.

### The School Day

All classrooms will be open at 8.40 ready to receive children. We do have a 'drop and go' system where parents can drop their children off at the school gate when there is a member of school staff present. With the exception of Reception children, we would encourage all children to be dropped off at the school gate and make their way to their classrooms.

Children should not play on the equipment in the playground or on the school field before or after school. This is a Local Authority directive related to liability. This applies to siblings who do not attend the school.

All children should enter/depart their classrooms from the playground and not through School Reception.

The school day ends at 3.10pm and children should be collected promptly. Please wait outside your child's class on the school field for them to be dismissed from class.

### 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. Whenever 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, 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 PCR test. If the test is positive, please contact the school as soon as possible. We will need to see an email of test results even if this is negative.

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, 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>.

### Contact with staff out of hours

If you wish to contact any member of school staff, please email the school office address. School hours are 8.40am – 3.10pm Monday to Friday. We would kindly ask that you do not contact staff directly should you have their personal email/phone about any school matters. If you email the school office outside of school hours, please only expect a response during school hours.

We are very keen to maintain professional boundaries and to ensure that our staff can maintain their personal time free from school matters.

### Parents and Teachers Association

For many years we have had an excellent PTA committee who raise much needed funds for our school by 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.

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 to this is if your child is absent due to illness or a medical appointment.

Children in Reception/Year 1/Year 2 receive free school lunches. **These, however, still need to be booked in advance.** Booking forms will be emailed to parents/carers.

### 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 the sessions and should be onsite after school. We will not accept any bookings forms if full payment for all bookings has not been made.

### Payments for Lunches, After School Care, Trips and Donations.

We do not accept payments of cash or cheques. Payments for lunches, after school club and trips can all be made via ParentMail. 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 plain 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. We do also have good quality second-hand uniform for sale at very reasonable prices and details are available at [sunningwell.uniform@gmail.com](mailto:sunningwell.uniform@gmail.com)

## **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 them. 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 reading support dog Sandy, which is occasionally on school property. Sandy is 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/>

