



# Important Information

## for New Parents/Carers

Updated for 2021/22 (V1)

Welcome to Dothill Primary School. Here are some notes that we hope you will find useful. If you need any help or support with the completion of any forms or require further information, please do not hesitate to contact us.

### Guidance on the completion of forms on admission

Some very important parts of the Personal Information Record (PIR) must be completed:

- **Alternative contacts in case of emergency (sickness or accidents)** - we need to have names and telephone numbers of people who will be able to collect your child from school. If any of these details change, please inform the school in writing via the family email address we hold on file.
- **Medical needs/concerns** - please list any information which you feel will be helpful to school. If any of these details change, please inform the school in writing via the family email address we hold on file.
- **Home-School Agreement (HSA)** - please read the HSA with your child and then sign and return it to school before they start.

### General information

- **One-way system** - there is a one-way (clockwise) system in place for walking around the school. Please enter and leave the site through the correct gates and follow the paths in a clockwise direction at all times. Please do not cut across the playground or walk down any of the paths against the flow of people.
- **Arrival arrangements** - the front and rear school gates are opened at 8:30am and closed again at 8:55am. There is a 25 minute window in which to bring your child to school. **Please do not bring your child at 8:30am if you do not have to, use the 25 minute window sensibly; children will not miss any key learning by arriving later than 8:30am.**

Children in EYFS and years 1/2/3/4 must be brought into school by an adult. Year 5/6 children can walk into school by themselves if parents wish this. They must follow the one-way system and they must go straight to their classrooms. We would expect their behaviour to be respectful and responsible. Please talk to them about this if you are trusting them to walk into school unaccompanied. If they are not responsible and respectful, then their right to walk independently will be revoked.

We understand that there are times when your morning does not go to plan and you may arrive late. If this is the case, up until 9:15am you will need to enter school via the front entry gate and go to the main office with your child. There are times when there is only one person in the office and if they are dealing with something/someone else you will need to wait until someone is available to support you. If you are regularly late for school then Mrs Butler will have a chat with you to discuss any issues and to see how we can help you.

The school gates are locked at 9:15am after which time there will be no unauthorised access to the site and you will need to ring the school via the bell on the gate or on 01952 386870.

- **Collection arrangements** – the front and rear school gates open at 3:00pm. The one-way system remains in place at all times.

Parents of children in EYFS and years 1/2/3/4 should stand in their allocated place and wait for the classroom doors to open at 3:15pm. All children must be collected by an adult whose name is on the contact information we hold in school. If you need your child to be collected by someone who is not a named contact then you must let us know in advance by informing the teacher when you drop your child off that morning. Please only ring the school office to notify us of emergency changes and please do this before 2:45pm. Please note that whoever is collecting the child must be over 18. We will not let the child go with anyone that we have not been informed about.

If you have children in years 5/6 we would like to build on their responsibilities by not having them collected from the classroom door. We would ask that you make your own arrangements with your older child to either allow them to walk home alone (if you feel that they are mature enough) or to meet them at an agreed point off the school site and away from the entry/exit gates. They must follow the one-way system and they must go straight to the agreed place. We would expect their behaviour to be respectful and responsible. If you are not comfortable with giving your child this level of independence then please let the teacher know. Children in years 5/6 will be let out at 3:10pm. Please note, year 5/6 children cannot collect younger siblings from their classrooms. It must be an adult that does this.

Children who are attending Dothill Pre-School and Childcare (Club) will be collected from the classroom each day by their staff. Please support Club as there will be times when a long line of children are walking around school to get to Club with a member of staff at the front of the line and one at the back of the line. Please let the line walk freely and do not try to cut through it. Thank you for your understanding.

The school gates are locked at 3:25pm after which time there will be no unauthorised access to the site.

- **Transport/parking** - we encourage children to walk or cycle to and from school. Bikes and scooters should not be ridden on the school grounds; you/your child should park/collect their bike/scooter each day in the bike shed as you pass by. Children in year 5 who are riding a bike to school should come out of the year 6 door at home time to collect it and then follow the one-way system around the school to exit. Equipment is left on site at your own risk.

If you do drive to school, please use the turning point at the end of the road, not the school drive/entrance. Please note, we do not allow parents/carers to use the school car park.

- **Absences/lateness** - the register is taken twice per day at 8:55am and 1.15pm. Please ensure your child has arrived at school before 8:55am each day to avoid receiving a late mark.

If your child is absent from school, please telephone the office by 9:00am on that day to report non-attendance (01952 386870). You can leave a message on the school answerphone. Please note that if we have not heard from you by this time to advise why your child is not in school, we will endeavour to contact you. This procedure is to ensure the safety of your children.

Please try and make appointments for your child out of school hours. If this is not possible then make them for near to the beginning or end of the day so that you can attend the appointment and then come to school or you can come to school and then attend the appointment. We would discourage appointments in the middle of the day where the child comes to school, is taken to the appointment and then is brought back to school.

Leave of absence for holidays, etc, during term time will **not be authorised**, unless there are **exceptional** circumstances. Please see the attendance leaflet for more information. If you wish to request an authorised absence due to **exceptional** circumstances, an authorisation form must be completed and returned to school **at least 20 school working days in advance of the requested absence**.

A record of authorised and unauthorised absences will accompany each child's annual written report in July.

- **Sickness/upset stomach** - children should be kept at home for 48 hours after the last bout of sickness or diarrhoea.
- **Medication** - if your child needs three doses of medicine per day, parents should administer this at home before and after school. We will administer prescribed medication from a doctor/dentist/pharmacist that has the child's name and dosage printed on the bottle/pack if the child needs **four doses per day**. You also need to complete and sign a MED1 form and pass that to the teacher so that school staff have authorisation to administer this. Please note medication will usually be administered at approximately 12:00pm. Please refer to the medication policy on the website for further information and a copy of the MED1 form.

If your child has an on-going medical need, please refer to the medical needs letter/policy on the website. If your child is asthmatic, please refer to the asthma letter/policy on the website. Inhalers and epi-pens can be kept in school if they are required but we must have completed paperwork in school to authorise their use.

Children should not bring into school lip-salves, cough/sore throat sweets, sun cream, etc. During the summer months, sun cream should be applied at home before your child comes to school.

A copy of the full medication policy is on the website.

- **Playground equipment** - for health and safety reasons, please do not allow children and their siblings to play on the equipment in the playground or outside the classrooms either before or after school. Please also supervise the children at the front of the school by the offices and car park, and use the designated footpaths around the school site.
- **Headlice** - school nurses no longer come into school to check children's hair for signs of infestation (lice or eggs). It is parents' responsibility to check their children's hair regularly. Please read the leaflet for more information.
- **Uniform** - the school uniform at our school is:
  - Royal blue cardigan/sweatshirt/sweat-cardi/fleece jacket (not navy blue)
  - Grey skirt/pinafore dress
  - Black or grey trousers/shorts
  - Pale blue shirt/blouse/polo shirt
  - Blue and white gingham dress (summer wear)
  - Plain black school shoes with black soles (please see below)

Sweatshirts, sweat-cardis, polo shirts, fleece jackets and coats bearing the school logo can be purchased from our uniform supplier, Baker and Son Schoolwear who have a shop based in New Row, Wellington, TF1 1LU. Please see the link on

our website in the uniform section. If you prefer, you can purchase plain items from a local store, in the appropriate colours.

- **Shoes/boots** - your child will require suitable **plain black** outdoor shoes for school, **with black soles**. No high heels, no deep "treads" on soles, no flashing lights, etc. Velcro fasteners are preferable to laced shoes, as they are easier and quicker to change. If your child does wear lace-up shoes, please teach them to tie their own laces, and, if choosing sandals, please ensure these are plain and safe. During the winter children are allowed to wear plain black boots.
- **Clothing** - please label **all** your child's school clothing. Details of a company (My Nametags) where you can purchase pre-printed name labels are on the website.

All children in EYFS require some outside/messy/waterproof clothing (trousers, a jacket, gloves and a hat) which should be kept in school Monday to Friday in a named bag. The children also need a pair of wellies which should be left in school.

For PE all children need a plain pair of black or navy shorts and a plain white t-shirt, plus a plain pair of jogging bottoms and a pair of trainers for outdoor PE. You can purchase items from a local supplier. Children should wear their PE kit to school on their PE day, details of which will be on the website in the class pages or available from the teacher. Children in EYFS should wear PE kit on a Friday as part of their Fitness Friday programme.

- **School bags** - children are discouraged from bringing a bag to school as we have very limited space in the cloakroom areas. If your child does bring a bag, you can purchase royal blue book-bags with the school logo from our uniform supplier. Children only need to bring their water bottle, lunch, and snack to school, plus their clear book-bag which we will supply once they start. (Lunch and snack is provided for EYFS and Key Stage 1).
- **Jewellery** - in the interests of health and safety, we ask that children do not wear jewellery in school. This includes plastic wristbands, friendship bands, etc. We do allow children to wear a device that only tells the time or a device that only counts steps or a device that tells the time and counts steps. Devices that connect to the internet or linked to mobile phones are NOT allowed in school. Your child can also wear small earring studs if they wish, however they need to be aware of these rules:
  - Children will be allowed to wear a single small stud in each ear.
  - If ears are newly pierced then earrings must be taped over with micro-pore tape (available from chemists) provided by parents.
  - After the appropriate period of time (max. 6 months) children will be expected to remove their earrings for PE lessons.
  - Please note school will not take responsibility for any jewellery removed.
  - Temporary tattoos, nail varnish and make-up should not be worn in school.

- Hair decorations should be kept small and discreet (no bigger than the size of a thumb!).
- **Mobile phones** - are not allowed in school.
- **School trips/visits** - children usually have three school trips/visits per year, one in each term. We ask for a voluntary contribution of approximately £15.00 per child per trip/visit. Regrettably if we do not receive adequate funding, trips may be cancelled. Please read the information on the back of each trip/visit letter.
- **Newsletters/letters** - during term time we produce a monthly newsletter which contains lots of important information, updates and reports, as well as dates of forthcoming events. This is normally distributed on the second Wednesday of each month and will be emailed to the family email address we hold on file and put on the website. We sometimes need to send separate letters to parents/carers; these will also be emailed to the family email address and added to the website.
- **School website** ([www.dothillprimaryschool.co.uk](http://www.dothillprimaryschool.co.uk)) - this is the first place you should turn to if you want to find out what is happening in our school. As well as finding copies of school letters on there, you will also be able to see what your children have been doing in school if you take a look at the year group/class pages. We update the website daily with urgent notifications, e.g. if a school trip has been delayed, if the school is closed due to bad weather, etc.
- **Information/parent meetings** - you will be invited to one-to-one meetings with the class teacher in the autumn and spring terms, and we usually hold open mornings/afternoons for current parents/carers in the autumn, spring and summer terms. Please look out for details in the monthly newsletter and on our website.

## **Food and drink**

- **Water bottles** - water is vital for everyone and in children it plays an especially critical role in maintaining health and wellbeing. Studies have shown that children who do not drink enough water are more prone to tiredness, poor concentration and dehydration. As a school we encourage the children to drink water throughout the day by using individual water bottles. The bottles are kept in a specially designated area in each classroom where they can be easily accessed throughout the day. The 'Friends of Dothill' (PTA) will provide a water bottle for EYFS children. Everyone else should purchase a suitable bottle (not glass) from a local supplier and send that into school with your child. Please ensure the water bottle is named so your child uses their own bottle. The bottle should be taken home and washed on a regular basis, and returned full of **plain water** - **NO OTHER DRINKS PLEASE**. If your child runs out of water during the day, they can ask in their class for their bottle to be re-filled. They will also use their water bottle in the hall whilst eating their lunch.

- **Break-time snacks** - all children are encouraged to eat fresh fruit during break times and children in EYFS and key stage 1 (years 1 & 2) are given a free piece of fruit each day as part of the government's healthy eating scheme. Children in key stage 2 can bring a piece of fresh fruit to school each day to eat at break time; please do not send any other snacks into school. A free carton of milk will be offered to your child at least twice a week.
- **Healthy eating** - our school operates a healthy eating policy. With this in mind, we ask that you do not send into school, sweets, chocolates, lollies, cakes, etc when your child celebrates a birthday, returns from holiday, etc. We also ask that you do not include sweets and chocolates in your child's lunchbox. Please read our Food in Schools policy on the website.
- **Lunchtime** - school meals are prepared in our own kitchen and are served in our dining hall at lunchtime. Please see the menu on the school website.

All children in EYFS and KS1 are given a free school meal as part of universal free school meals. If you want to opt out of this scheme, please write to the Head Teacher. If you are in receipt of certain benefits, your child could be entitled to the pupil premium grant (PPG). Your new starter pack contains a letter and registration form which we ask that you complete and return to school.

For children in KS2, school dinners are chargeable; please take a look on the school website for the current menu and prices. If you are in receipt of certain benefits, your child could be entitled to free school meals. Further information and an application form is in your new starter pack which you should complete and return to school so we can check this. All children are offered the same meal whether they are free or paid for and all children are served in the normal way.

We also offer a sandwich choice; please complete the order form on the school website and return to school by 10:00am on the Wednesday of the week before it is required. If your child is absent on the day they are due to have a sandwich, please let us know before 10:00am that day otherwise, unfortunately, you will be charged. A charge will also be made if you forget you have ordered a school packed lunch for your child and a meal from home is provided instead. If you want to order the same sandwich option on the same day every week, please indicate this on the form; you do not have to complete a new form for each week.

If you pay for your child's meals, these notes detail how our cashless lunch system works.

- Please always pay dinner money in advance. It is important not to allow your child's account to fall into arrears as we do operate a zero tolerance on meal arrears.

- We ask that you pay for meals by debit/credit card via the council's online payment system, details of which can be found on the school meals information page using the following link - [www.telford.gov.uk/schoolmeals](http://www.telford.gov.uk/schoolmeals). **Please allow at least 24 hours for payments to clear.** Once your child starts school, we can provide you with their unique pupil reference number upon request. This number is required if you wish to pay for meals in this way.
- If you need to pay by cheque, it should be made **payable to 'Telford and Wrekin Council'** with your child's name and class written on the back. If you need to pay by cash, no change will be given. Any payment sent into school should be in a **clearly labelled envelope** (name, class, date, amount enclosed, and labelled "dinner money") which your child should give to the class teacher at morning registration. **All payments must be made in advance of any meals taken.**
- If your child's account does fall into arrears you will need to provide your child with a packed lunch until your account is credited. If your child does not have money in their account and no packed lunch is provided, they will be given an emergency meal (a cheese sandwich, a yoghurt and a piece of fruit) for lunch at a cost of approximately 65p. Please refer to our website for further information.

In KS2 you may wish to provide your child with a packed lunch from home. If this is the case, we will provide your child with a place in the hall. Please remember to send in a separate drink for lunchtime (cold, non-fizzy drinks in plastic bottles or cartons and please make sure that a cup or straw accompanies the drink, as necessary). If you include a yoghurt or dessert, please remember to add a spoon. Lastly, please do not use the sandwich bag plastic ties that contain a thin metal strip as these can be dangerous.

**Please note, we have children and staff in our school who have severe nut allergies so we are a "nut free" school. Please do not send your child to school with food containing nuts, including nut based chocolate spread sandwiches.**