




St Ann's Heath


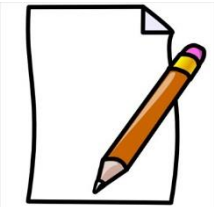





Parent Booklet: A Guide to The School Day

*****Please note that this guide was produced before the Covid-19 outbreak. There may be some areas of school life that may change due to further government guidelines.***

Parent Booklet – A Guide to the School Day

School Website	A lot of useful information can be found on our school website www.stannsheath.org
Uniform 	<p>School uniform is intended to give children a pride in their own personal appearance and to develop a sense of belonging to St. Ann's Heath. School uniform is worn at all times in school and on educational visits, unless a specific notice is given to parents relating to a trip or a special day in school.</p> <p>Please ensure that all uniform and equipment is clearly labelled with your child's name. This includes coats, lunchboxes, pencil cases and bags.</p> <p>Attached to this booklet is a list of our current school uniform. Please refer to this list before buying any new uniform. Compulsory items with the school logo such as school jumper/cardigan, tie, PE t-shirt and PE hoodie need to be purchased from our uniform supplier, School Uniform Direct.</p> <p>FOSAH (our PTA) run regular second hand uniform sales in school. Reminders of when these sales are taking place will be sent out.</p> <p>You can also find a lot of useful information about our uniform and supplier on our website. Please click on the link below. http://stannsheath.ovw7.devwebsite.co.uk/page/?title=School+Uniform&pid=27</p>
Safety on school premises 	<p>Please drive respectfully and safely, following the new one way system in place when dropping off and picking up your child.</p> <p>Please park mindfully and with consideration for others, ensuring you are not blocking other cars, including staff cars.</p> <p>Our disabled parking spaces are for blue badge holders only and you will be asked to move, if you do not have this displayed.</p> <p>Please use the pavements when walking around the parking area.</p> <p>The safety of our children is paramount and we ask that you follow these guidelines.</p>
Travelling to school 	<p>We appreciate that the vast majority of children come to school by car, but children may also walk, cycle or scoot to school. We ask that all children who cycle must wear a helmet and reflective wear. A cycle shelter is available and children should bring a lock to secure their bike.</p> <p>Cycling and scooting are not permitted inside the school grounds and all riders are asked to dismount at the gate and wheel their bike/ scooter to the school cycle shelter for reasons of health and safety.</p>

<p>Beginning of the day</p> 	<p>From 8.20am, the school playground gates will be unlocked and children are allowed to be dropped off. They should come onto the front playground. The first bell sounds at 8.40 and children then make their way to their classroom. Registers are taken at 8.50 when the second bell sounds.</p> <p>Parents and siblings, who do not attend the school, are not allowed onto the playground either before or after school.</p> <p>No dogs should be brought onto the school site.</p> <p>If it is raining heavily, children will enter school through the main doors and will congregate in the entrance hall from 8.20am onwards.</p> <p>Children must not be left unsupervised on school premises before 8.20am.</p>
<p>8.50am – start of the school day</p>	<p>All children are expected to be in school by 8.50am, so that they do not miss any learning time at the beginning of the day. We frequently monitor persistent lateness, in liaison with our Inclusion Officer.</p>
<p>Letters and forms</p>	<p>Class teachers will collect any letters or forms from the children at registration.</p>
<p>Office</p>	<p>The school office is manned between 8.20am and 3.40pm, when the office staff are on hand to deal with any queries you may have. You can also telephone the school office if you need to speak to a member of staff.</p>
<p>Contacting the class teacher</p> 	<p>If you need to speak to the class teacher, you can either make an appointment through the school office, by emailing the school on admin@stannsheath.org or by using your child's planner as a means of communication. These are checked regularly.</p> <p>We do have two formal parents' evenings in October and March where you can discuss your child's attainment and progress in more detail.</p>
<p>Break/lunchtimes</p> 	<p>First break 11.00 – 11.15am Lunchtime 12.15 – 1.10pm</p> <p>Children may bring a fresh fruit or vegetable snack to be eaten at first break.</p> <p>During lunchtime, a variety of playground equipment is available for the children to play with.</p> <p>During wet play times, children stay in their classrooms and find a quiet activity to occupy themselves.</p> <p>All breaks are supervised by adults.</p> <p>Unless there are severe weather conditions, breaks and lunchtimes will be outside. Children need to come to school appropriately dressed for outside playtimes.</p>

<p>Lunchtimes</p> 	<p>This is organised with 2 sittings in the hall. Years 3 and 4 eat together first whilst Years 5 and 6 play. Years 5 and 6 eat second whilst Year 3 and 4 play. There is some overlap with all year groups outside together.</p> <p>Children have the option of either a hot school lunch or bringing a packed lunch to school. The cost of the school lunch is £2.35 per day. Please see additional letter about ordering hot lunches.</p> <p>We encourage the children to have healthy, balanced lunchboxes and ask that no sweets or fizzy drinks are included in your child's lunchbox. Fruit juice or squash is acceptable for your child to drink at lunchtime.</p> <p>We are a nut free school, and ask that no nuts or foods containing nuts are brought onto the premises.</p> <p>All children have access to water during the school day.</p>
<p>Water policy</p> 	<p>Each child must bring a named plastic bottle of plain water to and from school every day, separate to the drinks' bottle in their lunchbox. These are kept in the classroom and ensures that all children can have access to water when required.</p>
<p>Planners</p>	<p>Your child will need a school planner which we ask parents to contribute £2.50 towards. These will be available in September. Please send £2.50 in an envelope with your child's name and class on it into school in the first week of term.</p>
<p>Equipment</p>	<p>Children in years 4 to 6 are being asked to provide their own pencil case with stationery equipment.</p> <p>They will need:</p> <ul style="list-style-type: none"> - A small flat pencil case (it needs to fit into their tray) - HB pencils - A rubber - A pencil sharpener - Pritt Stick - Colouring Pencils - Drywipe whiteboard pen (optional) - A green biro (for editing work) - A ruler (This can be a short ruler to fit inside a pencil case. The school will have 30cm rulers in class for the children to use. - A blue ink handwriting pen, such as Berol Handwriting Pen, Staedtler Handwriting Pen or Swash Komfigrip Handwriting Pen (Note: this will only be needed once a handwriting licence has been granted) <p>The school provide equipment for children in year 3.</p>
<p>First Aid and Medicines in School</p>	<p>If your child is hurt or becomes unwell during the day, our trained first aid staff will attend to your child. You will be notified about a serious injury or if your child is too unwell to stay in school.</p> <p>If your child is taking medicine, please let us know as it may affect his or her progress or behaviour at school. We ask you for basic health information when your child is enrolled at our school, and would ask that you keep us informed of any changes to this information as it arises.</p>



Prescribed medicines will only be administered at school when essential. Medicines must be in the original named container and include the pharmacist's instructions for administration. The school will not make changes to the dosage on parental instruction.

For further information on administering medication, please refer to our medical policy that can be found on the school website.

If your child has regular medication such as an inhaler or epipen, please ensure it is in date and handed in to the office, clearly named along with a completed care plan detailing dosage etc. Letters are sent out to remind you when medication is close to expiry.

Absences



As a school we are committed to encouraging and supporting parents in ensuring children attend school 100% of the time. There is a clear link between regular attendance and good educational progress and attainment.

The school has to account for pupil absences. If your child is unwell, please telephone the school office **by 9.20am** on the first day of absence, clearly stating your child's name, class and the reason for absence.

If your child is absent with sickness or diarrhoea, **48 hours** is required after the last bout, before your child may return to school.

Please ensure that when returning to school after illness, your child is well enough to cope with a full day in school, including break and lunchtimes.

If your child has repeated time off school due to illness, we do request medical evidence to support their absence.

We require a written request if you need to take your child out for any appointments during the school day.

Unexplained absences appear on our official returns to the DFE as unauthorised.

As a school, we encourage excellent attendance from our pupils to maximise their learning and good progress whilst at St. Ann's Heath. Please note that, in line with government legislation, frequent unauthorised absences will result in a fixed penalty notices to parents being issued.

A request for absence form is available from the school office, but authorisation for absence will only be given if the circumstances are exceptional.

End of the day



Children can be collected from 3.10pm when teachers will bring their classes to the front playground or if it is pouring with rain, to the designated wet weather classroom. These classrooms will be the ones facing the front playground. On wet weather pick-ups, parents are permitted to enter the front playground to collect their children.

After 3.30pm, the playground is no longer supervised.

If you are unable to collect your child by 3.30pm due to an unavoidable delay, you must notify the office.

Any late pick-ups will be monitored and followed up with parents where necessary.

We do provide an after school club facility, The Den. For more information, please contact the school office.

If your child is being collected by someone who does not regularly collect them, please notify us in writing in advance, or in an emergency, please contact the school office, so that arrangements can be made.

Before and after school clubs

If your child is attending any of our clubs, information regarding these is sent out at the beginning of each half term. Please ensure that you read this information carefully so that you know when the club is taking place and at what time it finishes.

If a club cannot take place due to unforeseen circumstances, we will do everything possible to let you know.

Breakfast and After school club

We have a breakfast club running from 7.40am until 8.20am every day. This is run by a member of staff from the school. The cost of these sessions are currently £5 per child per day which includes breakfast. This will be run from The Den.

We also provide an after school club facility in The Den from 3.10 until 18.00. For more information on either of these, please email den@stanssheath.org or contact the school office 01344 842900.

School Uniform Rules

Below is the list of uniform that children can wear to our school. Please ensure you read this list before you buy any uniform. All articles of clothing are to be clearly marked with the child's name. Winter uniform must be worn during the second half of the Autumn Term and during the Spring Term.

Summer uniform is optional and can be worn during the Summer Term and the first half of the Autumn Term until October half term.

The items below with a * and highlighted yellow (sweatshirts, cardigans, ties, polo and PE shirts) are **COMPULSORY** and available from School Uniform Direct in Staines and be purchased in the shop or via the website – www.schooluniformdirect.co.uk

GIRLS' WINTER UNIFORM	GIRLS' SUMMER UNIFORM
GREY tunic, skirt or trousers (NO PLAYSUITS) WHITE shirt and school tie* BLUE cardigan or V-neck sweatshirt with school logo* WHITE socks with skirts/tunic /dress BLACK or GREY socks with trousers BLACK or GREY tights with tunics and skirts ONLY BLACK low-heeled or flat shoes suitable for school with closed in toe – No boots to be worn in school	SAME AS WINTER OR Blue and white <u>CHECK</u> summer dress (NO PLAYSUITS) to be worn with WHITE socks or WHITE tights OR WHITE polo shirt with school logo* to be worn with GREY skirts, GREY smart shorts/culottes or trousers WHITE socks with skirts/tunic /dress BLACK or GREY socks with trousers BLACK low-heeled or flat shoes (not sandals) suitable for school with closed in toe – No boots to be worn in school
BOYS' WINTER UNIFORM	BOYS' SUMMER UNIFORM
GREY uniform style trousers <u>without combat pockets</u> WHITE shirt and school tie* BLUE V-neck sweatshirt with school logo * BLACK or GREY socks BLACK shoes (not trainers) No boots to be worn in school	WHITE polo shirt with the school logo* may be worn in place of the shirt and tie Boys may wear SMART GREY short trousers (above the knee & <u>without combat pockets</u>) during the summer months BLACK or GREY socks BLACK shoes (not trainers)
PE AND GAMES UNIFORM (GIRLS AND BOYS)	
BLUE sports t-shirt with school logo* PLAIN BLACK shorts or PLAIN BLACK skirt (skirt/ shorts) BLUE hoodie with school logo* PLAIN BLACK tracksuit bottoms Trainers suitable for outdoor sports (<u>not</u> plimsolls) A draw-string bag to keep these in	
JEWELLERY AND MAKE UP	
Children should not wear jewellery to school apart from an analogue watch (no fitbits or digital watches) and a small pair of neutral coloured stud earrings if their ears have been pierced. Children will not be allowed to take part in PE or Games lessons if they are wearing earrings of any kind. Valuable personal belongings should not be brought to school as staff cannot be held responsible for them. If parents wish to arrange for their child's ears to be pierced, this should be done at the beginning of the summer holiday so that children are still able to participate in PE lessons during school time. No make-up including nail varnish should be worn to school.	
HAIRSTYLES	
Hairstyles should be tidy, practical and conservative. Long hair should be tied back (girls and boys). Hair bands should be plain blue or match the child's hair colour. Metal or wooden hair ornaments should not be worn. 'Fashion' hairstyles such as gelled, beaded, coloured or shave-patterned hair or extreme haircuts are not permitted.	
BAGS AND OUTERWEAR	
We do recommend children have a book bag with the school logo* for their day bag or alternatively a suitably sized bag for their belongings. A separate drawstring bag with the school logo* is needed for their PE kit. Coats and scarves should be warm and appropriate for school use. Beanie hats and baseball caps with the school logo can be purchased from the uniform supplier.	