








# St Ann's Heath






## Parent Booklet:

## A Guide to The School Day

<b>School Website</b>	A wealth of useful information can be found on our school website <a href="http://www.stannshealth.org">www.stannshealth.org</a>
<p><b>Uniform</b></p> 	<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 most 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 top and PE hoodie need to be purchased from our uniform supplier, School Uniform Direct.</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.  <a href="#">St Ann's Heath School Uniform Information</a></p> <p>FOSAH (our PTA) also run a successful second-hand uniform shop. Please click the link above to see a cost list. All second-hand uniform requests and enquiries can be sent to <a href="mailto:fosahuniform@hotmail.com">fosahuniform@hotmail.com</a></p>
<p><b>Safety on school premises</b></p> 	<p>Please drive slowly, safely and respectfully, following the one-way system in place when dropping off and picking up your child.</p> <p>Please use the pavements when walking around the parking area.</p> <p>We insist that parents/carers do not smoke or vape in their cars whilst on school site.</p> <p>Dogs are not permitted on site at <u>any</u> time.</p> <p><b>The safety of our children is paramount and we ask that you follow these guidelines.</b></p>
<p><b>Parking on school premises</b></p>	<p>Limited parking is available on site, as priority has to be given for staff to park. If there is a need to park on school site, please find a parking space in the two car parks closest to the main road.</p> <p>Please do not leave your car unattended in one of the drop off/ pick up zones. (please see attached map).</p> <p>When parking on school premises, we ask that you 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>When parked on school site, please DO NOT leave your engine running.</p> <p>If parking in neighbouring roads, we ask that you park considerately and do not block driveway or park near junctions to roads.</p>
<p><b>Travelling to school</b></p>	<p><b>Please note that we operate a <u>NO RIGHT TURN</u> into school. Please follow this request as it eases congestion when exiting the school grounds.</b></p> <p><u>Drop off and pick up points (see maps of school site attached)</u></p>

 	<p>Parents of children in Years 3 &amp; 4 please keep to the left-hand lane when entering the school. For children in Years 5 &amp; 6, please use the right-hand lane. Please note that siblings and groups of children travelling together (across year groups) can be dropped or collected from the playground so please use the left-hand lane.</p> <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>If you would like your child to walk, scoot or cycle off site at the end of the day, we will require your permission by completion of a consent form (which can be obtained from the school office)</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><b>Beginning of the day</b></p> 	<p>Our school day starts at 8.30am when the blue gates onto the playground are opened. No child should be left unattended on school premises before this time. All children make their way onto the playground when the gates are opened. Please note, that due to the separate drop off points, years 5 and 6 will need to cross the crossing and make their way around the pavement to the playground.</p> <p>At 8.40am, the first bell will sound when children make their way into class.  <b>School gates will be closed at 8.50am promptly. <u>All children</u> should be in school at this time.</b></p> <p>Punctuality and lateness are monitored by the school and also Surrey's Inclusion Team.</p> <p>During periods of very wet weather, children will enter school as they arrive and will not wait on the playground.</p>
<p><b>Registration</b></p>	<p>Registers are taken in class by the teachers at 8.50am and learning starts straight away. Children need to be in school by 8.50 at the latest.</p>
<p><b>Communication</b></p>  	<p><b>Studybugs</b>  Please download the Studybugs App as this is how the school require you to report your child's absence (see absence section below).</p> <p><b>Scopay</b>  Please also download the Scopay App. The school uses Scopay for all communication sent from the school via email and text message (not Whatsapp).  However, parents cannot reply to emails sent by Scopay.  For new parents, a link up code will be sent within the first week of arrival at St Ann's Heath. This is needed to access Scopay.</p> <p><b>School office</b>  Parents can either phone 01344 842900 (between the hours of 8.30 and 3.45) or email <a href="mailto:admin@stannshealth.org">admin@stannshealth.org</a> to make contact with the school office.</p> <p><b>Teachers</b>  Please use your child's planner as a means of communication, but be mindful of using this to share sensitive information.</p> <p>Each year group has an email address that is access by all teachers in the year group. These are as follows:</p>

	<p> <a href="mailto:year3@stannsheath.org">year3@stannsheath.org</a>  <a href="mailto:year4@stannsheath.org">year4@stannsheath.org</a>  <a href="mailto:year5@stannsheath.org">year5@stannsheath.org</a>  <a href="mailto:year6@stannsheath.org">year6@stannsheath.org</a> </p> <p><b>The Den before and after school club</b></p> <p>For all enquiries regarding the Den, please speak to Mrs Cleaver by phoning 01344 842900 (school hours) or using the Den phone number 07501 598169 (for use between 3.10pm and 6.00pm only). The Den email is <a href="mailto:den@stannsheath.org">den@stannsheath.org</a></p>
<p><b>Break/lunchtimes</b></p> 	<p>All breaks are supervised by school staff.</p> <p><b>Break</b></p> <p>Break time is between 11am and 11.15am for all year groups. Children may bring a fresh fruit or vegetable snack to be eaten at first break.</p> <p><b>Lunch</b></p> <p>Lunch is between 12.20 and 1.20 for all year groups. Lunchtime is staggered so that each year group has time in the hall and time outside for play. There is overlap between year groups.</p> <p>During lunchtime, a selection of playground equipment is available for the children to play with. During wet play times, children stay in their classrooms and have quiet activities to occupy themselves.</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><b>Lunchtimes</b></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 currently £2.70 per day. Please note that all lunches need to be ordered and paid online using Scopay (8 days in advance). Your child will be given a link code to join Scopay within their first week of starting with us.</p> <p>We encourage the children to have healthy, balanced lunchboxes and ask that no sweets, fizzy drinks or large chocolate bars are included in your child's lunchbox. Fruit juice or squash is acceptable for your child to drink at lunchtime.</p> <p><b>We are a <u>nut free school</u>, and ask that no nuts or foods containing nuts are brought onto the premises.</b></p>
<p><b>Water policy</b></p> 	<p>Each child must bring a named plastic bottle of plain water to and from school <u>every day</u>, 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>All children have access to water during the school day.</p>
<p><b>Planners</b></p>	<p>Each year, the school designs its own school planner. This is where your child will record their homework, including any reading they do at home. There is also a lot of useful information in the planner that will support you with supporting your child at home. FOSAH kindly part fund the planners, but we do ask for a £3 donation towards the cost from parents.</p> <p>The planners will be available in September and a request will be sent via Scopay for the £3 contribution. Please await further instruction in September.</p>
<p><b>Equipment</b></p>	<p>All children are asked to provide their own pencil case with stationery equipment.</p> <p>All children will need:</p>



- 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
- 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)

**Please ensure no extra equipment is brought into school.**

## First Aid and Medicines in School



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. The school uses Medical Tracker to record any incidents, and parents will receive notification via email if their child has received a significant bump, cut or graze.

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.

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.

Please be aware that St Ann's Heath use a secure system for reporting your child's absence due to illness, called **Studybugs**.

**Please download the free Studybugs app (from the App Store or Google Play), or register on the Studybugs website.** You will need to add the name and date of birth of your child/children and then choose 'St Ann's Heath' as their school. You should choose to turn ON the notifications for the app so that if we send you a message you will be able to see it. Please also tick the box that allows Studybugs to process your information—this ensures that your messages are sent across to the school. As soon as you have registered, you can use the app straight away or when first needed!

Once you have installed the app or registered online, you will be able to **use it to tell us whenever your child's ill and unable to attend school.**

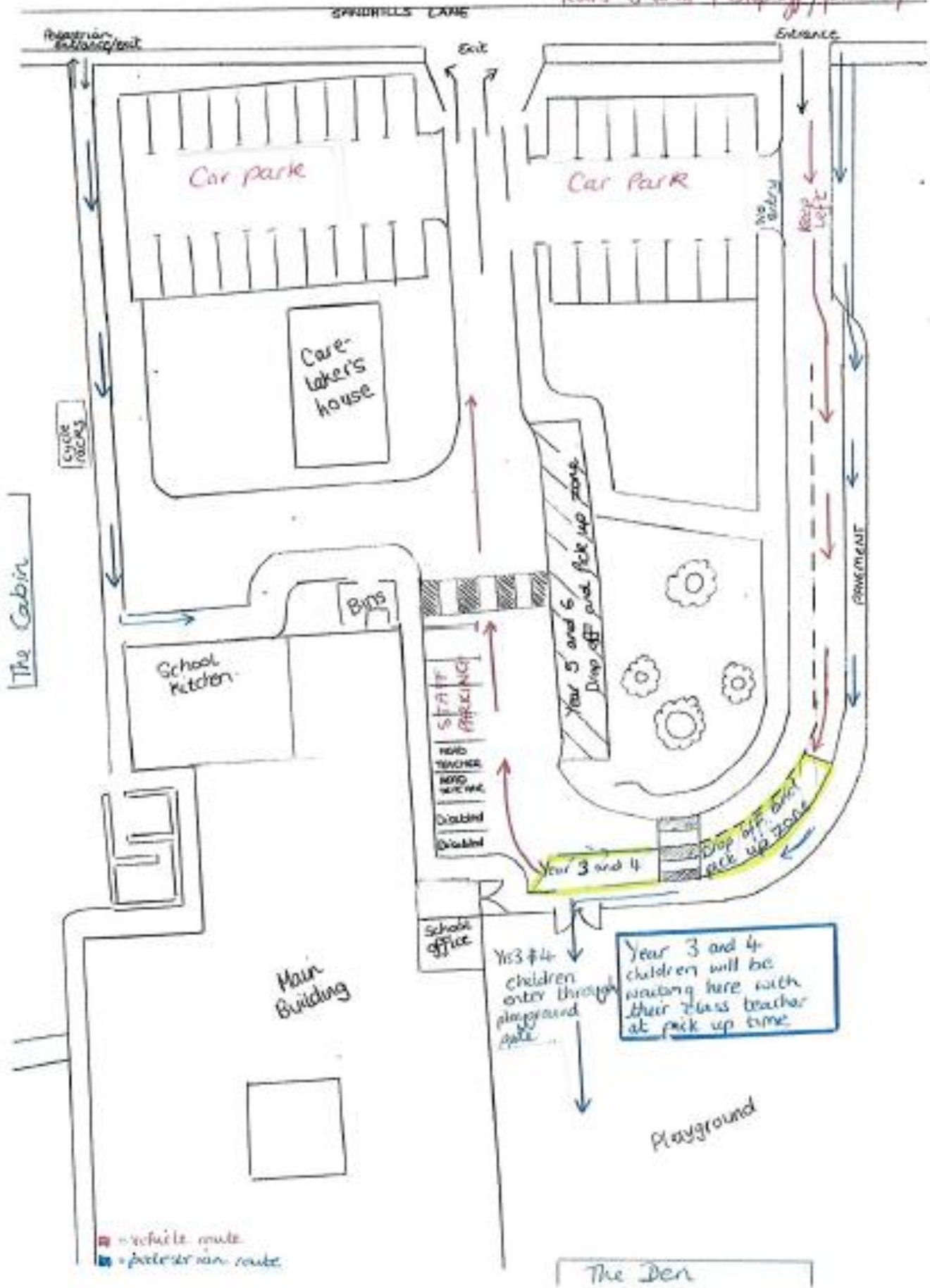
Click here to [Get the app or register now](https://studybugs.com/about/parents) (https://studybugs.com/about/parents)

	<p>You will need to use Studybugs on the first day of absence, clearly stating the reason for absence.</p> <p>If your child is absent with sickness or diarrhoea, <b>48 hours</b> is required after the last bout, before your child may return to school.</p> <p>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.</p> <p>If your child has repeated time off school due to illness, we do request medical evidence to support their absence.</p> <p>An application for leave of absence will need to be completed for any absence request, including medical appointments. This is available from the school website or from the school office. Absence will only be authorised in exceptional circumstances.</p> <p>Unexplained absences appear on our official returns to the DFE as unauthorised.</p> <p><b>Please note that if you take your child out of school without authority, you will be liable to receive a penalty notice. Currently, the amount payable under a penalty notice is £60.00 per parent/carers per child if paid within 21 days. Thereafter, the amount increases to £120.00 if paid between 21 and 28 days. If the penalty notice remains unpaid after 28 days, the Local Authority will consider a prosecution in the Magistrates Court. Please note that penalty notices are issued per parent/carers per child so a family of two parents and two children will receive 4 penalty notices.</b></p> <p>As a school, we encourage excellent attendance from our pupils to maximise their learning and good progress whilst at St. Ann's Heath.</p>
<p><b>End of the day</b></p> 	<p>The school day finishes at 3.10 and children need to be collected no later than 3.30pm. All children are supervised by school staff until 3.30pm.</p> <p>Children in years 3 and 4 will wait on the playground whilst children in years 5 and wait on the grassed area in the middle of the one-way system.</p> <p>Siblings will wait together on the front playground.</p> <p>Please use the left-hand lane when collecting children in years 3, 4 or with siblings and the right-hand lane if collecting from years 5 and 6.</p> <p>If you are unable to collect your child by 3.30pm due to an unavoidable delay, you must notify the office as soon as possible.</p> <p>Any late pick-ups will be monitored and followed up with parents where necessary.</p> <p>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.</p>
<p><b>The Den - Breakfast and After school club</b></p>	<p>The Den (the green building on the far side of the front playground) is the base for our before and after school club.</p> <p>We have a breakfast club running every day from 7.50am until 8.30am every day. We also provide an after-school club facility from 3.10pm until 6pm Please note that The Den is currently only running Monday to Thursday after school.</p>

	For more information on either of these, please email Mrs Cleaver on <a href="mailto:den@stannsheath.org">den@stannsheath.org</a> or contact the school office on 01344 842900.
<b>Before and after school clubs</b>	<p>We offer a variety of extra-curricular clubs. All of the information can be found on our website.</p> <p>Please ensure that you read this information carefully so that you know when the club is taking place and at what time it finishes.</p>
<b>Mobile phones in school</b>	<p>If for any reason your child needs to bring their mobile phone into school, it needs to be switched off on entry to the school site and handed to the class teacher at the start of the day. It will then be returned at the end of day and must not be switched on until the school site has been left.</p> <p>The school takes no responsibility for any child's mobile phone.</p>



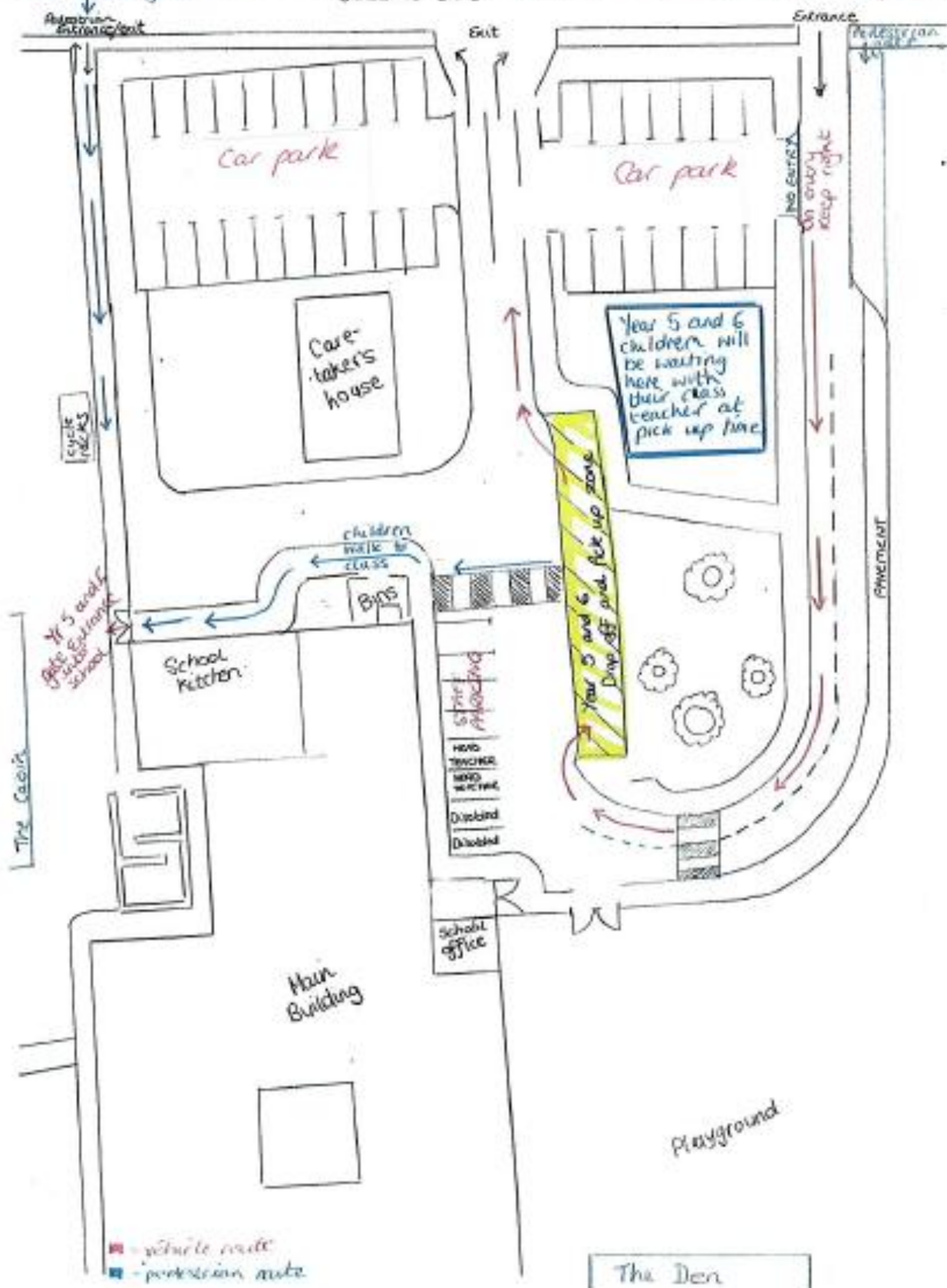
# Years 3 and 4 Drop off / pick up





Yr 5 and 6 children who are walking to school enter this gate.

Years 5 and 6 Drop off / pick up



# 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 can be purchased in the shop or via the website – [www.schooluniformdirect.co.uk](http://www.schooluniformdirect.co.uk).

[Please also note that we have a second-hand uniform stock please see overleaf for more information.](#)

WINTER UNIFORM	SUMMER UNIFORM
<p>GREY tunic, skirt or trousers without combat pockets (NO PLAYSUITS)</p> <p>WHITE shirt and school tie*</p> <p>BLUE cardigan or V-neck sweatshirt with school logo*</p> <p>WHITE socks with skirts/tunic /dress</p> <p>BLACK or GREY socks with trousers</p> <p>BLACK or GREY tights with tunics and skirts ONLY</p> <p>BLACK low-heeled or flat shoes suitable for school with closed in toe. <b>No trainers or boots to be worn in school</b></p>	<p>Blue and white <u>CHECK</u> summer dress (<b>NO</b> PLAYSUITS) to be worn with WHITE socks or WHITE tights</p> <p><b>OR</b></p> <p>WHITE shirt and school tie* to be worn with GREY skirts, GREY smart shorts/culottes or trousers (without combat pockets)</p> <p><b>OR</b></p> <p>WHITE polo shirt with school logo* to be worn with GREY skirts, GREY smart shorts/culottes or trousers (without combat pockets)</p> <p>WHITE socks with skirts/tunic /dress</p> <p>BLACK or GREY socks with trousers/shorts</p> <p>BLACK low-heeled or flat shoes (not sandals) suitable for school with closed in toe. <b>No trainers or boots to be worn in school</b></p>
PE AND GAMES UNIFORM	
<p>BLUE sports t-shirt with school logo*</p> <p>PLAIN BLACK shorts or PLAIN BLACK skort (skirt/ short)</p> <p>BLUE hoodie with school logo*</p> <p>PLAIN BLACK tracksuit bottoms</p> <p>PLAIN BLACK base layer top/skin for colder days (<i>optional</i>) and/or thin waterproof coat (<i>optional</i>)</p> <p>Trainers suitable for outdoor sports (<u>not</u> plimsolls)</p>	
JEWELLERY and MAKE-UP	
<p>Children should not wear jewellery to school apart from a watch and a small pair of neutral coloured stud earrings if their ears have been pierced. <b>Children will not be allowed to take part in PE or Games lessons if they are wearing earrings of any kind.</b></p> <p>Valuable personal belongings should not be brought to school as staff cannot be held responsible for them.</p> <p>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.</p> <p><u>No make-up</u> including nail varnish or false nails, should be worn to school.</p>	
HAIRSTYLES	
<p>Hairstyles should be tidy, practical and conservative. Shoulder length hair or longer needs to be tied up. 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.</p>	
BAGS AND OUTERWEAR	
<p>Children must have a suitably sized bag for their belongings. It needs to fit into a 30cm x 30cm x 30cm cubby hole.</p> <p>Coats, scarves, hats and caps should be appropriate for school use.</p> <p>School Uniform Direct do have extra logoed items such as beanie hats and baseball caps, but these are not compulsory.</p>	



# Second Hand Uniform

FOSAH have some great school uniform items for sale at very reasonable prices (please see below)



ITEMS FOR SALE	PRICES
Cardigans/jumpers	£3 (new £14.99)
White Polo Shirts	£2 (new £9.49)
PE Hoodie	£3 (new £14.99)
PE Sports T-shirt	£2 (£9.49)
Tie	£1 (new £4.99)
Fleece Jacket/Reversible Jacket	£3 (new £24.50)
Woolie Hats	£1 (new £5.49)
Book Bags	£2 (new £9.99)
Rucksacks	£3 (new £13.49)
PE Shorts	£0.50p
Tracksuit Bottoms	£1
School Skirts/Trousers	£1
Summer Dresses	£1
White Shirts	£0.50p



FOSAH check all donated uniform items before they sell them to ensure they are in a good condition. Anything not fit for purpose is discarded.

If you would like to order any items please email [fosahuniform@hotmail.com](mailto:fosahuniform@hotmail.com) and someone will come back to you.

We also welcome donations of uniform (in good, clean condition please)  
- simply drop any items into the school office and FOSAH will collect them for re-sale. Thank you