EARLSDON

Primary School

Information for Parents

2011 – 2012

COMMUNICATION

We use a range of systems to keep parents informed of events and developments. Class teachers and senior members of staff are usually available informally before and after school. Appointments can be made in person or through the office. We also have an electronic communication system, Parentmail, which enables us to send newsletters and other information by email, as well as text messages for emergencies. If you would like to sign up for this please supply your details at the school office and keep us informed of any changes to your email or telephone numbers. Children will bring home copies of leaflets and communications on Fridays using the packet system. Please return these to school on Monday mornings. Teachers use homework and reading diaries as communication links with parents.
We have a twitter account that will inform you of what is going on in school -follow us @EarlsdonPrimary.

SCHOOL UNIFORM

In the interests of smartness, convenience, comfort and practicality, we encourage all our pupils to wear school uniform.

A navy or royal blue sweatshirt or cardigan
White polo shirt
Navy, grey or black school trousers or shorts
Grey or dark navy pinafore dress or skirt
Blue and white school dress in summertime

Sweatshirts and cardigans must either be plain or bear the school's official logo.**Trade names, sports kit, other colours and patterns are not acceptable as schoolwear**.Trousers must be plain, jogging bottoms and jeans may not be worn. Shoes should be sturdy and comfortable; trainers should only be worn for PE. Sandals and boots may be worn if the weather is appropriate, but these should be comfortable, substantial and flat heeled.

It is essential that ALL items of clothing are clearly named.
If you write your child's name inside items of clothing please ensure that it is in indelible ink or check regularly as biro fades in the wash.

PE Kit

Plain white or navy T-Shirt
Dark Shorts
Pumps or trainers are worn for outdoor lessons
Children who do not have a PE kit will wear a spare and bring home a letter.
As a general rule, children will not miss their lesson.

Jewellery

Jewellery should not be worn to school as it may cause injury or be lost. Watches may be worn and children with pierced ears may wear small plain studs but not hoops. Make-up and nail varnish are not appropriate for school.

School is not responsible for any lost property.

Lost property is kept in the corridor leading to the dining room. Each half term it will be laid out before school in the lower hall (notification will be sent home). Any items not claimed after this will be disposed of.

ATTENDANCE

Children should be at school every day and on time. Children who do not miss any learning opportunities make better progress and have higher attainment than those with low attendance and/or regular lateness. We reward children with 100% attendance at the end of each year and recognise any class which has 100% attendance for a whole week.

Children whose attendance is low (below 90%) will receive a letter from school and may be referred to the Local Authority's Education Welfare Department.
Children should be in the classroom for 8.55 am, registers close at 9.30.
Children arriving after this time will be given an absence mark.
For safeguarding reasons children arriving late at school or leaving school for medical appointments during the day must be signed in/out of school.

HOLIDAY REQUESTS DURING TERM TIME

Parents should take pupils on holiday out of term time.
If holidays are booked in term time, permission must be sought from the Headteacher. Term time holidays may be recorded as unauthorised absences.

ILLNESS

It is important that the school is informed on the first day of any absence. A message can be left on the office telephone (024 7667 2917) or by e-mail (admin@earlsdon.coventry.sch.uk) before 9.30 a.m. This will ensure that we know why your child is not at school.

If your child has suffered a stomach upset or vomiting, please keep them at home until they have been clear for 48 hours, to avoid the risk of infection being spread around the school.

In the case of an infectious disease this usually means your child will not return to school until any course of antibiotics is finished or your child is really fit for a full day at school. If the doctor advises that your child can attend school, medication should be given before and after school. School staff are not permitted to administer medicine.

If a child is dependent upon medication on a regular long-term basis such as inhalers or Epipens, these will be kept in a secure place within school and administered as necessary. Please inform school if your child requires any long term medication (including inhalers) as a care plan/consent form must be completed.

If children become poorly during the school day and we feel they cannot remain at school, we will contact you to collect them.

HEADLICE

In the event of a case of head lice in your child's class being reported to us a letter will be sent home with all children in the class. Parents of the child who has lice will be informed. Please check your children's hair regularly to prevent any infestation being passed around.

SCHOOL MEALS

If your child has school meals you will need to fill in a "Meal Planning Chart", available from the School Office. Current prices of the school meals are available from the office on request.

We would ask that meals are ordered **one week in advance** and paid for on Monday mornings. Cheques are made payable to Coventry City Council. Please write your child's name and class on the back. Cash should be sent in to the school in a sealed envelope, clearly marked with your child's name, class and the amount enclosed.

Please inform us of any changes to your child's eating arrangements in writing, giving 1 week's notice.

NUT ALLERGIES

Please do not send packets of nuts or peanut butter sandwiches as part of your child's meal as there are several children within the school who have severe nut allergies. Any contact with nuts, however slight, could result in an extreme allergic reaction.

HEALTHY EATING

In an effort to promote healthy eating, please do not send in birthday treats of sweets and chocolate for the class. Key Stage 1 children will have fruit provided for a playtime snack, Key Stage 2 children may bring their own fruit.

MONEY

We would advise you that the admin staff are not allowed to accept loose cash in the office. Therefore, we would ask you to send any money (cash or cheque) in to the school in a sealed envelope, clearly marked with the name of the child, their class, the amount enclosed and the reason for the payment eg Theatre Visit, Dinner Money, Trips etc.

Where possible payment by cheque is preferred as this is the most secure form of sending money with your child. Please write your child's name and class on the back of the cheque.

The majority of cheques should be made out to Earlsdon Primary School with the exception of cheques for school meals which should be made payable to Coventry City Council.

Special envelopes for the purpose of sending in payments are available from the School Office at a cost of 25p for 25 envelopes.

Contact

Telephone: 024 7667 2917
e-mail: admin@earlsdon.coventry.sch.uk