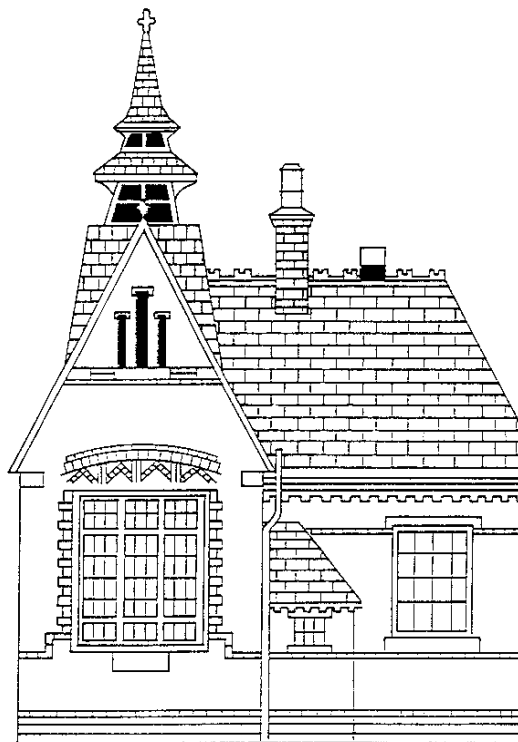


Withernsea Infant School

Parents' Handbook

2005 ~ 2006



General Information

Keeping you Informed of School Activities

We try to keep you informed of what is happening in school by **NEWSLETTERS**, usually brought home monthly on Thursdays.

To help you keep track of events the newsletters are numbered from “1” beginning each September. A copy of the most recent is always displayed on the Link Block door and the notice board just inside the playground door.

A **School Calendar** is printed every September. This contains dates of holidays, meetings and events for the year.

On some occasions or emergencies notes are sent home with special information regarding events. Obviously we try to keep these to a minimum but sometimes there is no alternative. Unless the item relates to one specific class or group of children, each family member brings all notes home.

School Sessions Are As Follows



9 a.m. ~ 12 noon
1.05 p.m. ~ 3.20p.m.

At the beginning of the school day

The gate in the school drive is open from 8.40 a.m.

This enables you to have access to the playground from that time.

A member of staff is on duty from 8.50. When the whistle is blown, children line up and proceed in to school with their teacher. Our corridors are narrow and easily over crowded. Please encourage your child to become independent by allowing them to come in to school unaccompanied.

Should the weather be unfit for the children to remain out of doors prior to the whistle, the teacher on duty will direct them to the Hall.

At the end of the day children are escorted to the rear playground of school by their teachers who will remain with them until a collected by a familiar adult.

Please always inform School

- Who will be collecting your child if you are unable to do so yourself.

- The staff are not familiar with all your family or relations and will not therefore release children to an unknown adult whoever or however persuasive they may be.



We also need to know where you are in case of emergencies.

Please *always make sure we have an up to date contact number.*

Lunchtime arrangements.

1. Going Home

If you wish your child to go home for lunch please collect him/her from the main entrance at 12 noon, and return them to school not before 1.00p.m.

2. School Lunches

The current cost of a school meal is **£1.50** per day or **£7.50** per week. Meals should be paid for in advance; the money for which should be sent to school on Mondays in an envelope clearly marked with your child's name, class and requirements. It is not necessary to use new envelopes. Half a second hand one fastened with cellotape will do equally well!

Meals are cooked at the High School. Children with special dietary requirements can be catered for. Information supported by a letter from your Doctor will be required.

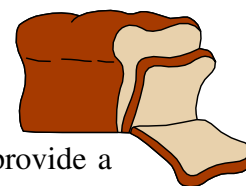
The mid-day supervisory team, led by Mrs. Ward, oversees lunchtime arrangements.

3. Free Meals

If you think your children qualify for free meals please do not hesitate to claim – forms are available from the School Office.

4. Packed Lunch Arrangements

Children may bring a packed lunch. Water and beakers are provided. If you wish to provide your child with a drink this should be included in their packed lunch box. It should not be fizzy, in a tin or glass bottle. Please provide a straw should your child require one.



Lunchboxes are kept on a shelf outside your child's classroom and should be clearly labelled with your child's name and class.

At lunchtime we hope to continue the children's education by:

- Encouraging politeness
- Developing social skills
- Encouraging good table manners.

Playtime and lunchtime behaviour.



During playtimes the children are supervised at all times.

We offer lunch time clubs on a rotational basis.

As part of your child's education we must encourage good social behaviour.

It is important that your child is aware of good practice and in the event of a playground dispute we encourage them to:

- Stand back.
- Apologise if they are at fault.
- Not under any circumstances to hit back.
- Find an adult to help sort out the problem.



Violence against other pupils or adults can not be tolerated. Children are encouraged to learn respect for each other and to realise that the most important aspect of discipline comes from within.

Children who do not comply, are disciplined initially by staff and persistent offenders by the Head Teacher. If the problem remains unresolved parents are informed.

Medical matters

You are informed by letter of any minor bumps and bruises, which occur at school. These letters are sent home at the end of the school day with your child.

The School is fortunate in having a medical room, which is operated by our school first aider or teaching assistant at playtimes. She deals only with very minor injuries. If your child has an accident or becomes ill whilst at school and we feel you should be informed, then we would contact you straight away.

If you are unavailable then we contact your emergency address or telephone number.

Again:~

It is essential that we always have a current emergency contact number.

It is a County policy, supported by the governing body that school cannot take responsibility for the administration of medicines. Parents should administer any prescribed medication themselves. Inhalers for the treatment of asthma will be kept in the school office, or where appropriate by the child him/herself.

The policy statement on the "Administration of medicines", is available for parents to read in the School Office.

School Nurse

During the first term of your child's full time education you will be invited to a Health Interview with the School Nurse.

Routine sight and hearing tests are carried out and parents notified of any problems. Head infestation continues to be a problem within our School community. Parents are responsible for head infestation checks. If any problems arise the school nurse will give advice (tel. 614666)

Absence from School

1. Through Illness

If your child is ill and unable to come to school, please notify us by telephone, or letter as soon as possible.

Even if you have informed us of an absence, an explanatory note upon return is required.

2. For a family holiday

If it is necessary to remove your child from school to take holidays during school term time, please obtain and complete the necessary form from the School Office. This cannot be more than 10 School days in an academic year. Our Attendance Policy is available on the web site.

Personal welfare

It is most important that your child learns to take responsibility for her/himself. Therefore they should be able to fulfil the following normal tasks without assistance:

- Dress and undress for PE
- Wash and dry hands.
- Use the toilet correctly.
- Blow their nose
- Use a knife and fork
- Fasten zips buckles and Velcro etc.
- Have tidy habits i.e. clear away after using things etc.

School Uniform

The wearing of a school uniform is encouraged and the following items of clothing are recommended:

Navy blue jumper, cardigan or sweatshirt.
Grey or black trousers.
Grey skirts or pinafores
White polo shirt, white blouse or white T-shirt.
Dark full shoes or plain dark “trainers”



School sweatshirts with the school name and logo embroidered on them are available through the school office. There is no profit to the school on the sale of these items.

Mrs. Roberts our school caretaker regularly holds a second hand clothes stall before school where many good items of uniform are available. She is always happy to receive additions to her collection for sale.

In recent times children’s clothes have become more fashion conscious, particularly footwear. Please remember your child will be playing out three times during the day, moving around school and using communal places such as the Hall. Sensible shoes for both boys and girls are essential.

PE

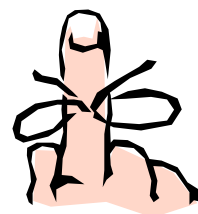
Children should change into appropriate dress for PE. Shorts and T-shirt (navy or white where possible).

For outdoor PE and games lessons a pair of sand shoes/trainers is required.

For health and safety reasons the wearing of jewellery is not advised as serious accidents can occur. Please especially on PE days, remove and keep at home rings, earrings etc. Where earrings cannot be removed please provide your child with plaster or surgical tape to cover their ear lobes whilst doing PE.

Naming of clothes

Please make sure all your child’s clothing is clearly named. As you can appreciate, when the majority of pupils wear a school uniform, all items of clothing have a similar appearance. This can lead to a great deal of time being taken sorting out clothing, especially on PE days.



In the event of an item of clothing getting lost, it can be returned quickly if the owner’s name is in it.

The lost property basket is located in the Link Block.

Visits and outings

As part of your child's education, and to enrich learning we may go out on visits. When this occurs we will inform you and ask you for your permission to take your child off site. Where the visit includes hiring transport or paying admission fees we will ask for a parental contribution to help cover the cost of the visit. The governors' charges and remissions policy can be viewed in the School Office.

It is the policy of the school to always pay for insurance and to subsidise all activities by a minimum of 10%.



Parents' Evenings

Parents are invited to make individual appointments with the class teacher to discuss progress each term.

All pupils receive a written report during the second half of the Summer Term.

We also have regular Parents Activity days and a Summer Term Open Afternoon.

Parent Helpers

We encourage parents to help in school in many ways. Please let the office know if you are interested.

All adults who work or help in school must complete the necessary Police Clearance Forms.

And Finally

It is important that we value what our children are doing. Please encourage them in their learning process. Please make time to talk to your children and encourage them to tell you all about their activities at school.

We hope that both you and your child's time with us will be a happy one!