



Some Frequently Asked Questions

- **What should I do if my child is ill and cannot come to school?**

If your child is absent, please let us know the reason on the first day of absence by phoning the office. If your child is absent for 3-days or more, we would ask that you seek medical advice and keep us informed of your child's progress.

- **Can I take my child out of school for a holiday?**

A pupil's absence can seriously disrupt the continuity of their learning. Not only do they miss the teaching provided on the days they are away; they are also less prepared for lessons upon their return. There is a consequent risk of under achievement, which we must all seek to avoid.

Many parents say that the time their child misses because of a holiday doesn't affect their school work. However, a child who has 10 days holiday each year of their school life will miss 24 weeks (120 days) of their school education. This is in addition to unavoidable absences – for instance, if your child is ill.

Leave of absence for a family holiday in term time will **not** be authorised unless there are **very exceptional** circumstances. Factors relating to the cost of a holiday will not be considered exceptional. Schools do not have to agree to absence for a holiday.

We are working with the Children Missing Education Service to promote high rates of attendance and will be operating the following procedure.

- *Parents who take their children on holiday without the absence being authorised by the school will receive a written warning that legal action will be taken if there are further unauthorised absences.*
- *If Parents take their children on holiday without the absence being authorised a second time, the School will request that the Local Authority issue a Penalty Notice to each parent of each child. It is currently £120 per parent per child. If paid within 21 days however this reduces to £60 per parent per child. If payment is not made within 42 days parents will be prosecuted in the criminal Court where on conviction they may be fined up to £1000.*
- *In some circumstances, a Penalty Notice may be issued in respect of a first unauthorised absence; where a child would miss an exam or test for example.*

If your child is frequently absent or late, the Children Missing Education Officer is informed and may meet with parents to offer advice.



- **When can I drop off and collect my children?**

We want your child to grow in his/her independent behaviour, but still give them the security they need. Therefore, for EYFS and KS1 children, we ask parents to bring them into the playground from **8.45am** every morning and wait with them until they are allowed into their classroom between 8.45 - 8.50am. At the end of the school day, are only let out of the class when their parent (or nominated adult) has been sighted in the playground. It is therefore important to be in the playground by 3.10pm.

KS2 children may be dropped off in the KS2 playground from 8.35am when a member of staff will be on duty. We cannot accept responsibility for children who arrive before this time. The children will be able to enter their classrooms between 8.45 and 8.50am. Parents of KS2 children should collect them from the junior playground at 3.15pm.

We respectfully remind parents that we do not recommend that pupils below 9 years of age be allowed to walk home unescorted by an adult.

There are times when you may be unable to meet your child from school. We do need to know who is meeting your child. We ask for a letter or Dojo, if you have advance notice, or a telephone call, so that your child can be placed in the hands of a nominated person. If we have not been informed of someone different picking your child up we will not let your child go until you have been contacted to confirm arrangements.

If your child has to leave school during the day, for example to attend a dental appointment, we will need a note and ask you to collect your child from the main reception. Verbal messages from your child will not be accepted. **No child will be allowed to leave the school premises during the school day unaccompanied.**

- **What is our School Uniform?**

Children are expected to arrive clean and tidy for school, wearing the school uniform:

- ❖ Jade green sweatshirt or cardigan with school logo (compulsory)
- ❖ White polo shirt (logo optional)
- ❖ Green and white check summer dress
- ❖ Black or grey pinafore, trousers, skirt or tailored shorts
- ❖ White, grey, black socks or tights
- ❖ Black shoes, trainers or sandals (no high heels or boots please)



PE Kit

- ❖ Black shorts
- ❖ White t-shirt (school logo optional)
- ❖ Black daps (indoors)
- ❖ Trainers (outdoor games)
- ❖ Optional-black tracksuit for games

Please ensure your child has all items of clothing labelled with his or her name.

Children should have a change of clothing for PE activities: shorts and a T-shirt, in the colours described above, for indoor PE, and a change of sweatshirt, socks and trainers for outdoor PE. Baggy, long shorts and T-shirts are not acceptable. Only lightweight daps may be worn for indoor PE. Please make sure your child has a small named bag in which to keep his/her PE kit.

- **What if the weather is bad?**

We will always endeavour to open the school as long as there is warmth and light for the children. Should the school be closed at any time, we will put an update on our website at www.stkeynaprimary.co.uk and will text/email/dojo.

- **What if I need to see a teacher?**

Staff are usually available to see parents/carers for a brief word at the beginning or end of the school day. Any member of the teaching staff would be pleased to see you, by appointment, to discuss any problems at a convenient time. If at any time you have a general query, a quick call to the School office can often solve your problems. Mr Eaton, Acting Headteacher is available by appointment.

- **How do I know what's going on in school?**

Newsletters and other occasional letters are sent out on a regular basis via ClassDojo. Our newsletters are also published on our website at www.stkeynaprimary.co.uk. Teacher's will also send out regular communication about day-to-day reminders via ClassDojo. We will contact you regarding any concerns we have that affect your child's work or behaviour. We will provide annual reports on your child's progress, and arrange parent / teacher consultations.





- **What if I have a complaint?**

If you have a complaint, this should usually be addressed in the first instance to your child's class teacher. If this does not resolve the issue, or is inappropriate, then contact the Headteacher via the school office. In the unlikely event that a complaint cannot be resolved, then the Chair of Governors may be contacted through the school office. If you are still not satisfied then a full copy of the complaints procedure is available from the school office or on our website.

- **Can jewellery be worn in School?**

Jewellery should not be worn. However, if your child already has pierced ears, small studs are allowed. We ask that these are not worn on days when your child will be doing PE, games or swimming. Children will be asked to remove them or cover them with micropore tape if they are wearing them for those lessons. Children should not wear nail varnish or tattoos to school.

- **Can my child bring toys to School?**

Children should not bring any toys to school as we cannot take responsibility should they be lost or damaged.

- **Can my child bring any food or drink for break time?**

Children under 5 years of age are entitled to free milk at mid-morning break – this will be provided for them. KS1 pupils are also provided with a free piece of fruit each day.

Children may bring a piece of fruit or fruit bar to eat at break time if they wish and/or a drink in a plastic bottle or cardboard carton - additive free please! No crisps, sweets or sweet foods should be brought to school for break times.

Drinking water is available to all children throughout the day. All children need to bring their own bottle with a sports cap.

- **Will my child go on educational visits?**

Visits to places of interest connected with the subject the children are studying form an important part of our curriculum. We always use coaches with seat belts. These visits can only proceed if parents/carers are willing to contribute. However, if you are unable to pay, please contact the Headteacher. We must reserve the right to cancel visits if we do not receive enough voluntary donations to cover the cost of any trips.



- **Do we run any clubs?**

A wide range of extra-curricular activities are run by various members of staff and volunteers during lunch times and after school. Permission slips are sent out at the start of each term and once children have joined, they are expected to attend regularly. Examples of our clubs include basketball, art, gardening, gymnastics with Baskervilles, board games, football and netball.

Clubs run by external providers may attract a fee.

- **Do we have to pay for any extras?**

The children have the opportunity to make a variety of things, under the supervision of both staff and parental help. A small charge may be made to cover the cost of the ingredients or materials and the children can take home the results of their efforts.

Donations may also be asked for to contribute towards the cost of the activities arranged as part of theme weeks as well as other one-off workshops.

In accordance with the 1988 Education Act, the Governors have agreed a Charging Policy for the school. A copy of this may be obtained from the school office or downloaded from our website.

- **Swimming**

The school organises swimming lessons for some year groups during the year. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution for this activity.

- **What about my child's medical needs?**

The school nursing services provide basic medical checks on pupils in Year R and 6. If we have a concern about your child's health and the impact it is having on your child's education we may discuss a referral to the School Nurse with you.

Please do not send your child to school if he/she has vomited or had diarrhoea, for forty-eight hours after the symptoms subside. Infections like these spread rapidly.

Accidents at school - If your child received any first aid at school, they will bring home an accident slip to let you know what has happened. If your child has a more serious accident or is ill in school, we will inform you immediately. **Please make sure we have up to date information about where to contact you and also an alternative emergency contact number should you be unavailable.**



Existing medical conditions - Members of staff are not usually permitted to administer medicine, however, in exceptional circumstances, parents can complete a Parental Request to Administer Medication form, available at the school office,

Children are not generally allowed to bring any form of non-prescribed medicine to school for self-administration, or items such as throat lozenges, Calpol or cough sweets, unless authorised by the headteacher.

If your child has a long-term medical condition, e.g. asthma, eczema, ADHD or migraine, please come in to the office to make special arrangements.

Children who take medication for ADHD are expected to take their tablets before school, as prescribed. If they arrive at school without taking their medication, parents/carers may be contacted to take their child home until medication is given and it has taken effect.

Sun Protection – The school has a sun safety policy that ensures that everyone is made aware of the dangers of too much sun exposure. Pupils are encouraged to wear appropriate clothing and sun hats. Use of sun protection lotions and creams (of factor 50+) is also encouraged, We prefer parents to apply this before school, but in exceptional weather lotions may be brought to school as long as children are able to apply the lotion themselves. Children are not permitted to wear sunglasses in school unless they have been advised to by a medical professional.

- **How can I be more involved in the school?**

Parents/carers and the school have a partnership to develop for the benefit of your children. We welcome all aspects of parental involvement and encourage any parent/carer to join our Friends of St Keyna (FOSK).

If you have any skill or talent that you can offer to the children, or if you just want to give time to help generally, please let the class teacher know. In line with legislation, we will need to have DBS clearance completed for any adults who volunteer to help in school.



When your child joins the school you will be invited to sign a Home-School Agreement to indicate your willingness to work with the school to ensure a first rate education for your child. A copy of this is included in the prospectus.



- **What if I would like more information about the school?**

As well as the information given in this prospectus, parents/carers have the right to see certain other information held in school. Parents are entitled to copies of such information, providing it is not covered by copyright, and that they are prepared to pay for reproduction of such information, unless there is a statutory obligation to provide it free of charge.

A wide range of our school documents can be found and downloaded from our website at www.stkeynaprimary.co.uk.