

USEFUL REMINDERS

As we have now started our new school year here is a summary of information about school routines.

GETTING HERE

Please make sure you **allow plenty of time** for your journey to school, and consider our neighbours and people arriving on foot when **parking**. Do not park or drop your child off in the area by the garages near our side gate – it creates a dangerous obstruction.

AT THE START OF THE DAY

We open to the children at 8.50am. **Our insurance cover** for your child starts at 8.45am, so it is important that **unaccompanied children** don't arrive before then, as there is no-one to take responsibility for them.

When the **school bell** rings allow your child to line up quickly. Reception children may need to bring their parents in to help them initially, but everyone else should come in unaccompanied.

The **registers** close at 9am, and the **playground doors** are locked at that point, followed by the side gates. **Lessons** begin straight away. If your child is **late** they have to come into school via the main entrance to be signed in and to give a reason for the delay.

UNIFORM

Please make sure your child wears the correct **school uniform**. **Jewellery**, apart from a watch, is not permitted. PE is part of the National Curriculum. Children who do not have a **PE kit** in school or are wearing earrings, even if covered with plasters, cannot take part in PE lessons.

FOOD & DRINKS

School lunch orders are taken during registration each morning. The current menus can be found on the school website, and on the cloakroom window.

The cost is £1.90 per meal (unless your child is in Reception, Y1 or Y2), and must be paid for in advance. **Payment** should be made online via Parent Pay. Each child has a **lunch account**, even if they prefer packed lunches – The account must remain in **credit** – we are unable to provide a lunch if you owe more than £10.

The content of **packed lunches** should be as healthy as possible. Restrict sweets and chocolate – these can be a treat after school.

Only **water** can be brought into school, in clear sports bottles. No fizzy or flavoured drinks, please. Refills are available from our water cooler.

AT THE END OF THE DAY

The **school day ends** at 3.15pm. If your child is in Reception or Y1 please wait for them at their classroom fire doors in the courtyard. Everyone else leaves via the Juniors' door.

If you or the person collecting your child is going to be **late** please ring the office, so that we can let them and their teacher know.

Reception and Year 1 children will not be allowed to leave until they have been collected. **All other children** are told to go back to their classrooms if no-one is waiting for them – please reinforce this at home. At 3.30pm, if they are still in school, we ring the people listed on your child's contact sheet.

ABSENCE

Please let us know in advance, if possible of **medical appointments**. **Holiday** forms are available from our reception, and must also be completed in advance. **If your child is ill** please ring us as early as you can – Option 1 on our phone system is a dedicated absence line.

AFTER SCHOOL ACTIVITIES

We offer a range of free activities after school. Mr Hughes, our Sports Leader, organises a programme of clubs each half-term for Y1 upwards. If your child is interested in attending they will be given a letter to bring home.

SPORTS EVENTS

Mr Hughes also accompanies our competitors to the many inter-school sports events in the borough, which are organised by TeamActiv. Most of these are for smaller teams, which are often drawn from the relevant school club, but some competitions involve whole classes. Your child will bring a letter home if they have been asked to take part. The events largely take place during school hours and locally, but can occasionally be further afield or finish late afternoon.

MEDICINES

We cannot administer any medications on your behalf unless they have been prescribed by a doctor and you have completed a permission form. Your child must never bring any kind of medication into school to keep in their bag, with the exception of an inhaler. Medicines taken during the day should be collected at home time by an adult from the school office.

KEEPING IN TOUCH

We do our very best to keep you informed, via **fortnightly newsletters, class letters, half-termly diary and holiday dates**, etc. There are weekly **What's On sheets** on display, and you can hear a weekly summary of events and activities on Option 2 on our phone system. Menus, newsletters, club programmes, PTA and Parent Council meeting dates and events posters are also on the **Infants' cloakroom window**.

Much of the printed information goes on to our regularly updated **website** (www.stmarysacademytrust.co.uk), apart from letters for clubs and small group sports activities. We also have a twitter account ([@stmarysbarnsley](https://twitter.com/stmarysbarnsley)) which is updated regularly with school news.

Make sure you let us know if information on your child's **contact sheet** changes, especially phone numbers. We must be able to get in touch if your child has an accident at school or is taken ill.

NOT ALLOWED!

Smoking is not permitted in our school building or grounds.

Dogs are also not allowed. We ask that you do not tie dogs to any of our school gates, as even the friendliest dog can frighten a child who is scared of animals.

WE HOPE YOU FIND THESE REMINDERS USEFUL, AND WE WILL KEEP YOU UPDATED IN OUR FUTURE NEWSLETTERS. THANK YOU.