

Information for families new to Irthington School



Administration

- Please inform the office of any change of address, telephone number or emergency details immediately.
- Please telephone the school on each morning of absence of your child.
- It is expected that family holidays will be taken out of term time. Only in exceptional circumstances the Headteacher may grant up to 10 days leave, in which case an appointment must be made with the Headteacher.
- School meals - Please pay promptly on Monday mornings, you may choose to pay weekly, $\frac{1}{2}$ termly or termly. Cheques for school meals are payable to C.C.C. not school.
- Medicines should not be brought in to school but in certain circumstances a medicine form may be completed and staff will administer medicines such as antibiotics under parental authorisation.

School Day

- Pupils must be in class for 8.55am ready to start the day and should be dropped off at the classroom door. If you are late please bring your child to the office to be signed in.
- There is a school bus service, which picks up from Laversdale, Newtown and Irthington. See transport form and shared expectations for further information.
- If you need to take your child out of school for medical appointments, then please sign the child out at the office.
- School finishes at 3.30pm. Parents should wait outside the classroom by the decked area until the class teacher sends your child out to you.

- If your child is to be picked up by another adult, school must be informed at the beginning of the school day.
- All pupils are expected to wear full school uniform and school shoes/sandals.
- Named PE kit (indoors and outdoors) should be left in school all week.
- Clearly named Wellington boots or old outdoor shoes and spare underwear, socks and trousers/tracksuit are useful to have in school as these items allow us to make full use of the field for more of the year.
- It is expected that children will read at home most nights, please help us by recording all reading in your child's reading record.

Fruit and Snacks

- All children under the age of 7 receive a piece of fruit everyday free of charge.
- In addition to the free fruit school has a healthy snack available at morning break. We sell toast, fruit, plain digestive biscuits, crackers and fruit juice.
- The prices range from 3p - 20p. If you would like your child to have snack please send in a small amount of money in a clearly named purse or wallet which will be stored safely in individual trays in the classrooms. Children obviously do not have to have snack.
- Filtered and chilled water is available to all pupils throughout the day. Children will need to bring a named water bottle from home which can be kept in school.

Health and safety

- No jewellery is to be worn by pupils. Ear studs may be worn, but must be removed for all PE lessons.
- No smoking is permitted anywhere on the school site.
- Chewing gum is not allowed on the school site.
- Dogs are not allowed on the school site.