

## St. Oswald's Church of England Primary School



Heslington Lane  
Fulford  
YORK  
YO10 4LX

Acting Headteacher: Jemma Ramsay

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*Learning for all, caring for each other, preparing for the future*

### Start of school year – key information

Please find here all the key information you need at the start of the school year, which you may find useful as you prepare for your child to return in September. More detailed information can be found on our website. If you would like paper copies of any documents, please ask at the school office.

#### THE SCHOOL DAY

Cloakroom doors open at **8.40am** and all children should be in school by **8.50am** at the latest for registration. After this time the gates and doors are locked for security reasons and access to school is via the front entrance only.

##### **Home times**

EYFS: 3.05pm

KS1: 3.10pm

KS2: 3.15pm

At the end of the day the playground gates are locked at **3.45pm** except on specific occasions (e.g. when sports matches are taking place on the school field.)

**Parents / carers are responsible for supervising children on the playground before and after school, especially if they are using playground equipment. Please do not allow them to climb on the goal posts.**

**Lunchtime:** Rec and KS1 12.00-1.00pm; KS2 12.15-1.15pm.

#### ABSENCES

##### **If your child is ill**

If your child is unwell and cannot come to school please ring the office before 9.00am to let us know. If any child is absent for registration and we do not receive notification by 9.30am the admin staff will attempt to contact you to find out the reason for absence.

##### **Requesting absence during term time**

Government regulations state that **headteachers can only authorise requests for term-time absence in exceptional circumstances**. If for some reason you do have to request absence for your child, please discuss this with Mrs Bland. An absence request form is available at the school office and our absence policy can be viewed on the school website. <http://www.stoswalds.york.sch.uk/school-information/policies>

### SCHOOL UNIFORM

Our school uniform policy and details of where you can get school uniform are available at <http://www.stoswalds.york.sch.uk/wp-content/uploads/2014/02/Uniform-Policy1.pdf>

### EMERGENCY CONTACT DETAILS

It is essential that for every child there is someone we can contact quickly in the event of illness or emergency. Please ensure that the school office has the appropriate contact details and notify us immediately of any changes so that we can keep our records up to date.

### SCHOOL DINNERS

School dinners will be provided and administered by our new caterers, ABM. Our kitchen staff, prices and current organization of school lunches will remain the same. New menus will be shared as soon as they are available, however, we expect a similar range of choices and rotation of meals to be on offer. All pupils in Reception and KS1 are entitled to a free school dinner under the Universal Infant Free School Meals scheme. The cost of a dinner for pupils in Y3-6 is **£2.30**. These should be paid for using *Parent Pay* (see below).

### 'PARENT PAY'

'Parent Pay' allows parents to pay for school dinners, trips, Breakfast Club and other activities online using a secure website, or at local shops which display the 'PayPoint' logo. A User name and Log-in are required, issued by the school. If you have not yet received these, they will be issued to you shortly. If you have any queries about using *Parent Pay* please contact the school office.

### IF YOU NEED TO SPEAK TO A TEACHER

Teachers are usually available on the playground before school if you need to speak to them. However, if you need more than a brief conversation please see them after school or make an appointment to meet at a mutually convenient time.

### MEDICAL CONDITIONS

If your child has any specific medical conditions or dietary requirements, or if there is any change to these, please inform us immediately. If your child has any medication that needs to be kept or administered in school, please bring it to the school office and complete the necessary forms so that we can ensure that it is stored and administered correctly. Please note that it is parents' responsibility to ensure that medicines do not exceed their expiry date and are replaced when necessary.

### PLAYTIME SNACKS

As a Healthy School it is our policy that children are **only** allowed fruit or vegetables (fresh or dried) at break times. All KS1 pupils are offered free fruit or vegetables every day through the National School Fruit & Vegetables Scheme.

If you are sending your child with a water bottle to drink from during the school day, please make sure it contains **water only**. This can be refilled from the water coolers in school, and should be taken home regularly to ensure that it is cleaned.

**\*NUT-FREE SCHOOL - VERY IMPORTANT\***

We have two children for whom any exposure to nuts is potentially life-threatening. If your child has a packed lunch for dinner, **please avoid anything that may contain nuts or traces of nuts**, particularly peanut butter, pesto or nut/cereal bars. Please be aware that staff will have to remove any item which might endanger other children's health and safety.

**BREAKFAST CLUB**

Breakfast Club is run by school staff every day in the school Hall from 7.45am and costs **£2.75** per session. You do not have to book in advance if you would like your child to attend.

**FRIDAY ASSEMBLIES**

Our Friday morning Celebration Assemblies are an important occasion in the school week, when teachers hand out 'Oswald' awards and we celebrate other achievements by members of our school. The assemblies take place from **9.00- 9.30am**. We are always very pleased to welcome parents to share our celebrations. We will inform you in the new year, when our first celebration assembly will be.

**EXTRA-CURRICULAR ACTIVITIES**

We offer a wide range of extra-curricular activities for all our pupils, some run by school staff and some by external providers. A full list of these will be sent out at the start of the new term.

**SAFE TRAVEL TO SCHOOL**

We hope that as many people as possible will walk or cycle to school. If you need to travel by car, please use the car park considerately and **do not park in the drop-off area in front of school, on the double yellow lines or in the disabled parking bays**

***PLEASE DON'T PUT YOUR CONVENIENCE BEFORE CHILDREN'S SAFETY!***

All parents/carers are encouraged to commit to our 'Parents' Parking Pledge' and display our Parking Pledge badge, which were devised by our School Council.