

USEFUL INFORMATION

The following guidance notes will, we hope, clarify a few important areas of day to day routines at Burton Manor Primary School so that we can reach together for success. If you require further information please do not hesitate to contact us.

Access

Our gates will be locked between 8.50am and 3.10pm to ensure the safety of our children. When the gates are locked access to the school will only be possible via the main entrance. Please ensure that your child is in school between 8.45 and 8.50am ready for the start of the first lesson. Late arrivals into the classroom are disruptive for the children and impact on their learning.

All children finish school at 3.15pm. To avoid children becoming anxious, please ensure that you are here on time to collect your child. Please ensure that your child is aware of who will collect them if you are unable to do so. If someone other than yourself is collecting please make them aware of your password so that we release your child to them. These arrangements should be put in place before school time. Please be aware that calls to the school office last minute are not acceptable and there is no guarantee that the message can be delivered in time.

Children on premises before 8.45am are the responsibility of parents and we request that everyone has left the playground area by 3.30pm.

Parking

Please note our school car park is for staff only. We ask all parents to take great care outside school and to please keep off the zig-zag areas and to be courteous to our neighbours.

Bikes/Scooters

Pupils are allowed to bring bikes/scooters to school on condition they are NOT ridden on school premises otherwise this right withdrawn. Also they are left at the risk to the owner being responsible for any damage or loss.

Attendance

If your child is absent from school, please ring the school office and let us know the reason on the first morning. Arrivals after 8.50am will be logged by the school office to ensure their inclusion on the class register.

Emergency Contacts

It is imperative that we have up to date contact details for you. If circumstances change, please notify school immediately. In the event of your child having an accident and us not being able to contact you, unless you inform us to the contrary, we will assume full parental

responsibility and will take the appropriate action, which may include taking your child for emergency medical treatment.

Disclosure of Information

The school cannot disclose information regarding any child through email or over the telephone. Proof of identity and relationship to a child will be required at the school office for a request to be considered.

Communication

A regular newsletter 'Burton Manor News' is produced and can be sent directly to your e-mail address if you request this. Also copies are put on our school notice boards.

All letters, policies, dates and other key information is put on the 'Parent Section' of our website www.burtonmanor.staffs.sch.uk Any new item has a green star by it for a short time to easily identify that it is a new item.

Parent Partnership

Parents' evenings will be held in the Autumn and Spring terms, when you will have the opportunity to discuss your child's progress. Parents' evenings will run on an appointment system where suggestions in which ways to help your child achieve the next level of learning can be provided. Interim reports will also be sent to you before Autumn/Spring parents evenings to provide a focus for discussion.

There will be opportunities throughout the year to visit your child's classroom to view their work alongside them during our open weeks held termly. Details of these open times will be given on the school website.

If you wish to discuss your child's progress at any other time, your child's class teacher will be more than willing to talk to you at a convenient time for both parties.

Parents will be informed, at least every half term, of their child's targets. At the end of the summer term a full written report, outlining your child's progress, will be sent home.

School Closure

In the event the school has to close you will be notified by text and information will also be available on the county councils school closure website. A link is on our parents page of our website.

School Uniform

Our uniform is available from Crested Schoolwear. Only PE t-shirts can be purchased from the school office.

Please ensure that all clothes and belongings are named. This will help to reduce the amount of lost property within the school. If you use a biro please check regularly as it washes out and becomes difficult to read.

Medicines

We request that medication is taken at home. If your child requires medicine in the daytime we would allow you/relative to administer it at lunchtime. In exceptional circumstances a named member of staff will administer medicine after completion of the relevant forms (available from the school office).

All children recorded as asthmatic must have an inhaler provided to be kept at school. Also children with emergency treatments, for example EpiPens, Piriton, for children diagnosed as having potentially life-threatening allergic reactions must have relevant treatments available to us.

Medicines are kept in secure storage in the Medical Room. A Care Plan for each child who receives, or has to keep, medicines at school will be drawn up after consultation with parents and medical personnel.

Illnesses

The following guidelines may be of use to you when returning your child to school after illness:

Illness	Minimum period of exclusion
Diarrhoea	Until clinically fit with no diarrhoea for at least 24 hours
Vomiting	Until clinically fit with no vomiting for at least 48 hours
Chicken Pox	5 days from onset of rash
Conjunctivitis	Until treatment has begun & inflammation has started to resolve
Slapped Cheek	Until clinically well-rash does not indicate infectivity
German Measles	5 days from appearance of rash
Influenza	Until clinically well
Measles	5 days from onset of rash
Mumps	Until swelling has subsided-5 days from onset of swelling glands
Whooping cough	5 days after commencing antibiotics
Worms	Until treated-may return to school with strict hand washing
Impetigo	Until the lesions have crusted or healed-treatment effective

Health

Your child will be seen by the school nurse for routine measurements, including eyesight and hearing tests. We ask you to inspect your child's head once a week and more often if there is an occurrence of head lice in the school and, if necessary, use the recommended treatments. More information regarding head lice is attached.

Healthy Eating

Burton Manor is a healthy school. In our wish to promote this, children are not permitted to eat sweets whilst they are at school. Children in Nursery, Reception and KS1 are provided

with fruit each day. This is a government subsidised scheme for which there is no charge. We also provide a tuck shop available at morning break time where the children can purchase healthy snacks at a very low cost.

Water

Children should bring their own water bottles. The bottles must only contain water, be of a reasonable size and have a sports-type top so that spillages are reduced as much as possible. They can refill them at a number of filtered water machines around the school. These bottles will require a good wash out at home at least once a week.

Dinner Money

The school runs a daily order system for school dinners. We require payments to be made in advance of the meal taken via Parentpay. All children in Reception and KS1 are currently in receipt of a free school lunch as agreed by government.

Jewellery

Pupils are requested not to wear jewellery in school for reasons of Health and Safety. Those pupils who have pierced ears may wear small studs; however, these must be removed for PE and games lessons by the child themselves as staff are not permitted to do this. Covering by plasters is not allowed by the Local Authority. Due to ear studs having to be initially left in the ear for 6 weeks before removal, we ask that you consider when the ear piercing happens and suggest the summer holidays for this. Watches may be worn (being removed for activities) but the school cannot accept responsibility for the loss of any watches or jewellery.

Party Invitations

We often find, particularly with younger children, that party invitations given out at school can be extremely upsetting to some children if they have not been invited to the party. We would therefore prefer that arrangements for out of school are dealt with by yourselves.

Care Club

This facility operates between 8.00am-8.50am and 3.15pm-5.30pm each weekday. A holiday club is also available every school holiday with morning and afternoon or all day sessions – advanced booking is required.

PTA

Our PTA work exceptionally hard to organise events that raise money to enhance provision for our children's learning. New faces are always welcome-even though you may not be able to spare much time, all contributions are valued. If you can help please notify the school office.

Parents' Forum

Our Parents' Forum group is an important part of the school community, meeting on a termly basis to bring new ideas, share views and help take the school forward to improve children's learning and experience at Burton Manor.

Thank you for reading these guidance notes-more details can be found on our website www.burtonmanor.staffs.sch.uk