

Important housekeeping notes

September 2018

Values-based education

Values-based education will continue to be delivered this year as we firmly believe it creates a strong learning environment that enhances academic attainment, and develops pupils' social and relationship skills. The values we will be learning about this year are responsibility, generosity, tolerance, independence, forgiveness and perseverance.

School shoes

Please may we ask that you ensure your child wears black leather style shoes to school. A very small number of children are still wearing canvas shoes or wearing trainers with logos. Smart all black leather style trainers are acceptable footwear.

Dropping your child off in the morning

The school gate opens at 8:45a.m. every morning and there will always be a member of staff on duty.

Arrival on the yard

Children should not arrive at school before 8.45 a.m. as we are not able to supervise them. If for any reason, they are early, they must come onto the parents' waiting area (near the kitchen), just inside the main gates, and not wait on the road outside or near the junction. **We appreciate at the start of the term you may wish to accompany your child onto the school playground. If you do this please can we ask you to wait at the far end of the playground (near the school garden) and not to walk onto the actual playground itself.**

Absences and late arrivals

This is what to do if your child is absent from school, without prior notice:

Contact us on each morning of the absence. This can be by phone (24 hour voice messaging service), by talking directly to a member of staff, by sending a note in with a brother/sister or by email to: office@porchester.notts.sch.uk

Absence and late arrival checking

If a child does not arrive at school, and we have not been told the reason, we will phone (or text) parents to find out why their child is absent. This will take place between the closure of the registers at 9.15 a.m. and midday. This is to ensure your child's safety.

School dinners and dinner money

School dinners continue to be fantastic value for money at £2.30 per day. They are all freshly cooked on

the school premises and are nutritionally balanced. Why not let your child try them and save yourself having to organise a packed lunch? Choose the day you wish your child to stay. Payment should be made via **ParentPay**. If you have not received your **ParentPay** information letter please contact the school office.

Free school meals

The school receives significant funding to help children access activities that their family would find difficult to afford and one of the eligibility criteria is if you have free school meals. Even if you don't wish your child to have a free school meal please still apply as if your application is successful it will earn the school £1300 which will ultimately benefit your child. Please see enclosed leaflet for more information.

Healthy schools

As part of the healthy schools initiative, we encourage children to have regular drinks of water during the day and to have a piece of fruit or vegetable at break times. This has been highly successful over the past few years. We do not allow sweets, crisps and biscuits for break-time snacks.

If your child stays for a packed lunch, please make sure that these do not contain crisps, chocolate or sweets. Also, note that children do not empty their lunch boxes in school but return the waste home. This helps parents monitor what their child is eating.

Tuck shop

Our school tuck shop is open every morning break and serves snacks. The menu will change from time to time but it is now restricted to fruit, vegetable sticks and dried fruit

- Seasonal whole fruit (apples, oranges etc) 30p
- Mixed fresh fruit bags 40p
- Raisins 5p and 10p bags
- Salad bags (cucumber, carrot sticks, tomato etc) 30p

Text messaging service

We have a very useful text messaging service that we use to contact parents. We will send messages to the mobile phone you have registered with school. **So, please keep us up to date with any changes to your contact number.** We use this service to keep you up to date with the latest information, to enquire about attendance and to let you know about unforeseen changes to arrangements.

Social networking and the school website

Please check our website regularly as it's updated regularly. We also have a popular school Facebook account where we post information about the latest additions to the website, as well as other relevant information. We encourage parents to 'like' the school Facebook page. Please note however that as we are a Junior school, with pupils below the age of 13, we will not allow ANY pupils who attempt to 'like' the page access to it as a 'friend'. This is a communication tool for our parents only. We also have an

active Twitter account which can be found at @porchester.

Traffic around the school

We have a problem with traffic around the school and I would ask that for the safety of everyone, but most especially our children, that you please do the following:

Walk your child to school whenever possible

- Do not pull in and drop children off on the zig-zag lines outside the main gate
- Park away from the school in one of the side roads and walk the last few metres
- Do not block neighbours' driveways

Please be aware that schools are regularly patrolled by local authority camera cars and the owners of offending vehicles will receive fixed penalty notices from Nottinghamshire Local Authority.

Term time holidays

Holidays for children during term time will NOT be authorised except under exceptional circumstances. Our attendance policy is in line with Government recommendations.

Taking children out of school for holiday purposes is disruptive to their education and also to the class as a whole and should only happen in exceptional circumstances. The headteacher has the discretion whether or not to approve such additional vacation time and from now on will only authorise absence he considers to be for exceptional circumstances. Absence for non-exceptional reasons will in future be classed as unauthorised.

School holidays

Please note instead of the longer 6 weeks, from the academic year 2019-20 the summer holiday will be 5 weeks long and the October half term holiday will be longer than before and will extend to 2 weeks. At Easter, the spring break will be fixed as the first 2 full weeks in April.

School Uniform

The school has a uniform policy and a simple school uniform is worn by our children. It consists of:

- A navy blue sweatshirt with the school logo
- Black or grey trousers or standard school skirts
- White polo shirt with school logo or plain white blouse.
- Black or grey socks or plain tights
- Black leather, or leather effect, shoes (plain black trainers, without visible logos, are acceptable)
- Embroidered navy blue fleece for outdoor wear (optional)
- Girls may wear blue and white summer dresses

P.E. kit

- Trainers/plimsolls
- Navy shorts
- Navy T-Shirt (with school logo)

All uniform items are available from:

- Schoolwear Solutions, 806 Woodborough Road, Mapperley, Nottingham NG3 5QJ 0115 8719926
www.schoolwearsolutions.co.uk
- Just Schoolwear Ltd., Hartley Business Centre, Hucknall Road, Sherwood, Nottingham NG5 1FD
Nottingham, Tel: 0115 962 1128 www.just-schoolwear.co.uk

Other items supplied by this shop include hats for summer sun protection and book bags. Please label your child's clothing. Order forms are available direct from the supplier or from the school office.

I'd also like to remind you that we have a good supply of second-hand uniform which is available at a very competitive price. Please contact the school office for more details. Please send your unwanted school uniform into school to be recycled / sold to help raise money for school funds.

Jewellery and make-up

Our rules regarding jewellery and make-up are as follows:

- No make-up please (including false nails)
- Children with pierced ears may wear studs only. Hooped earrings are a health and safety hazard and are not allowed
- Children must remove all jewellery including earrings for PE. If your child has recently had them pierced, they may do PE with them in but must cover them with plasters, provided from home.
- Necklaces, bracelets and rings are also forbidden. These can cause accidents for both your child and others and we cannot take responsibility for any loss of valuables.