



2022 Administration Information for New Parents



Newsletter

A weekly newsletter will be emailed home each Friday. They are also published on our website www.scalford.leics.sch.uk. Diary dates are frequently updated in the newsletter and on our website.

Website

Our school website has information about school policies, term dates, uniform, curriculum information and much more.

www.scalford.leics.sch.uk

School Uniform

Enclosed in your pack is information about our online school uniform provider. We also have a school uniform swap shop in the school office with a variety of sizes of jumpers, trousers, skirts, shorts and dresses available. We do advise against ear piecing during the school term as children must remove earrings to participate in PE sessions due to health and safety.

Book Bags & PE T-Shirts

Book Bags and PE t-shirts are available from school at a cost of £5 each. (if paying by cheque please make payable to Scalford School Fund).

Healthy School

We have a healthy school policy and are a nut free school. Please see our food policy on the school website for further details www.scalford.leics.sch.uk

Dinner Money

*Hot lunches are served daily and are free for years Reception, 1 & 2 under the new Government Initiative introduced in September 2014. Dinners are ordered daily by 9.30am. If your child is late to school i.e. medical appointment, then please advise the office whether a lunch is required. Once your child is in Year 3 dinners will cost £2.35 per day and payment is required in advance. Please refer to our debt policy on the school website.

Breakfast Club and After School Clubs

We run a Breakfast club Monday-Thursday from 7:30am at £3.00 a session. On Friday morning Little Springers Gymnastics run from 7.30am at the Village Hall and drop children off at school ready for the school day.

After school club runs every day until 4.30pm and are £3.50 a session. Details of the clubs are on our school website. If you would like to book your child a place in any of the wraparound care sessions or require further information, please contact the school office.

CoolMilk

Free milk is available to all children under 5. You will need to register your child under 'The CoolMilk Scheme', to register, please visit www.coolmilk.com see the attached leaflet in your pack.

Absences

If your child will not be attending school for any reason, school must be informed by 9.15am. School will telephone parents/carers for an explanation if we have not heard from you before this time. This procedure is carried out for child protection reasons.

Holidays taken during school time

Although we strongly discourage parents taking children out of school unnecessarily, we appreciate that on occasions this is unavoidable. From September 2013, the Headteacher will only be able to authorise absences if there are 'exceptional circumstances'. Holidays will not be classed as exceptional circumstances and therefore, if your child is taken out of school during school time, their absence will be recorded as 'unauthorised'.

Administration of medicine

If your child is taking a short course of prescribed medicine, then he/she should stay at home until the course is finished. If the doctor is happy for the child to remain at school, the dosage should be administered outside of school hours if possible. If not, then an 'administration of medication' form must be completed to authorise staff to administer the medication on your behalf. All medication must be kept in the office, with the exception of inhalers. Conditions such as asthma, diabetes etc. are obviously a different matter. Please see a member of the office staff to discuss individual needs and to complete an administration of medicine form.

If your child develops a contagious illness e.g. chickenpox, please advise school so that other families can be made aware.

Contact Numbers

You will be given an admission form asking for details of contact numbers/medical conditions etc. Please make sure that you inform us if any details change during the year e.g. mobile phone numbers etc. This is extremely important if we need to contact you urgently.

And finally...

Please call in to the office if you require any further information and we will be happy to help. If there are things that we have missed off that you feel could help other new parents, let us know so that we can add them to the list.

*From September 2014, in line with current Government policy a Universal free school meal will be available for ALL children in Reception, Year 1 and Year 2.

This may sound confusing but...

If you are in receipt of receiving Income Support, Tax credits or another type of benefit please apply for free school meals as this will trigger pupil premium, which is a fund available for schools. We can then use this fund to help support your child either in their learning, before and after school clubs or educational visits. Please be rest assured that your personal circumstances will be treated with the upmost confidentiality.