



Other helpful information

Absence

Please contact the school office **before 9.30am on the first day of absence** to notify us of any absence. If a pupil will be arriving late (perhaps due to dental/medical appointment) and they require a cooked lunch please let us know which meal option they would like.

If you are considering taking your child/ren out of school during term time you will need to complete a request form and send into school at seven days prior to the absence. Forms are available from the office or to download from the website.

Asthma

If your child suffers from asthma please ensure there is an inhaler and spacer, if required, (both named) in school at all times; remember to ask your doctor for an extra prescription. The inhalers are kept in each classroom and parents are asked to check regularly that there is sufficient medication in the inhaler and that it is in date.

Drinks

Cartons of milk are available at break-time. Orders and payments are made directly to Cool Milk at School. Children under the age of five and those in receipt of free school meals are entitled to free milk, however, parents still need to contact Cool Milk at School. Forms are available from the school office or contact them directly at www.coolmilk.com.

For those not wanting milk, we encourage children to bring in a named bottle of water. Children can bring in non-spill drinking bottles to drink from during lessons or at break and can refill them when needed.

Other drinks are not allowed unless it is with their lunch with the exception of fizzy drinks – these are not allowed at any time.

Holidays during term time

Should you wish to take your child(ren) on holiday during term time, you need to complete a term-time absence form at least 7 days before the holiday. Taking your children out of school during term time will result in an unauthorised absence being marked on the attendance register unless there are exceptional circumstances. Whether or not a holiday request is authorised or not is strictly at the discretion of the headteacher.

Jewellery

No jewellery is permitted to be worn in school with the exception of stud earrings. These can be worn but must either be removed or covered up for PE lessons.

Make up

Children are not allowed to wear make up to school.

Medicines

There is no legal duty which requires school staff to administer medication; this is a voluntary role (The Department for Education and Employment, 1996)

Parents are encouraged to ask their doctor to prescribe medication in dose frequencies such that it can be taken out of school hours.

If this is not possible then the medication must be brought into school in a container labelled with the child's name, the name and dose of the drug, the frequency of administration and, if necessary, an appropriate spoon. A consent form must also be completed and signed by a parent, this form can be collected from the school office or downloaded from the website. Some members of staff at Cam Everlands have volunteered to give prescribed medication. However, if the school staff do not volunteer or it is not practical to support administering the prescribed medicine, then parents will need to make arrangements to come into school to administer.

Please note 'over the counter' medicines will not be administered by school staff and again parents will have to make arrangements should they wish to administer these non-prescribed medicines e.g Calpol and throat sweets.

Medical appointments

Where possible, we ask parents to make routine appointments (e.g. dentist) outside of school hours or during the school holidays. We do acknowledge that this is not always possible but encourage people to minimise the lost learning caused by time out of school.

Mobile Phones

We realise that an increasing number of children have their own mobile phone and many also walk to and from school independently, especially the older junior children. Therefore, we allow children to bring mobile phones into school but expect them to hand them to their class teacher at the beginning of the day for safe keeping.

Music Tuition

Pupils can learn the violin from Year 2 onwards, and from Year 3 the Keyboard/piano. Violins can be hired (fee payable) from the County Council, or children can use their own. Tuition fees are also payable directly to the tutor. Contact the school office for enquiry form.

Payments

Our preferred method of payment is via ParentPay. Please ask at the office for your activation codes.

- School meals are payable in advance via ParentPay
- Breakfast Club is payable in advance via ParentPay
- Everlanders is payable in advance via ParentPay

School Hours

8.40am	School gates open
8.50am	Registration
3.15pm	End of school day

Infant lunchtime is taken between 12.00pm and 1.00pm

Junior lunchtime is taken between 12.15pm and 1.15pm

The office is open from 8.30am until 3.30pm