



Information for New Parents

September 2015

Ashleigh Infant School & Nursery
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From September 2015:

Email: office@ashleigh.norfolk.sch.uk

Web: www.ashleighprimaryschool.co.uk



WE PROMOTE STAFF WELL-BEING



Healthy School



WHAT YOUR CHILD NEEDS FOR THEIR SCHOOL DAY

- PE Kit in a PE Bag. This should consist of navy shorts, white polo shirt or T shirt, socks, plimsolls, jogging bottoms and track suit top.
- A named water bottle
- A book bag
- A coat
- Wellies

Uniform is available to purchase from Birds of Dereham.

Website: www.schoolwear-uk.com

Email: enquiries@schoolwear-uk.com

Tel: 01362 699130

For free delivery to school quote the code ASH15

Sweatshirts	£8.50
Cardigan	£10.00
Fleece	£12.50
PE T-shirts	£6.50
PE bag	£4.00
Book bag (with strap)	£6.00
Infant backpack	£10.00
Junior backpack	£10.00
Cap (with detachable neck cover)	£5.00
Water bottle	£2.50

To make the day to day routines of school life easier for your child we ask for your support in the following areas:

PROPERTY & CLOTHING

All clothing and property must be clearly named.

- Please ensure all outerwear is named; this includes hat, gloves, scarf etc.
- Wellingtons should be in school at all times. Please provide either a named clothes peg or named carrier bag to keep the boots together.
- All every day clothes should be named including shoes as they can get muddled up when the children change for PE.
- 'Lost' unnamed property will be placed in the lost property box, which is situated under the stairs, near the Squirrel class door. Unclaimed items are given to charity at the end of each term.

Coats & Outerwear

- Please teach your child to fasten their coat independently, whether the fastening is zip or buttons.

- Coats should be appropriate for the season and weather. During the summer, children need to bring some form of outerwear to school whatever the weather in the morning.
- Space is very limited in the cloakrooms and a piece of thin elastic or ribbon sewn into the top of the coat will help it to stay on the peg, and not live on the floor!
- Umbrellas are not allowed.

Sun Days

- Sun hats are essential in warm weather for playtimes and lunchtimes.
- Sunglasses, unless they are prescription, are not allowed.
- A named bottle of sun cream may be brought into school providing that the child can apply it themselves. We advise you to apply sunscreen before your child comes into school.

Footwear

- Please ensure that your child has appropriate footwear for school. For health and safety reasons 'jelly' type shoes, platforms, crocs, high heels, open-toed sandals or 'slip on' mules (crocs) must not be worn.
- If your child is unable to tie laces unaided, then please consider Velcro fastenings if possible.
- Plimsolls are essential for PE and some outdoor activities. These should fit correctly, and we ask that you regularly check their fit during the year. To help your child put their plimsolls on the correct feet, use the matching fish design. (Draw the front half of a fish facing right in the right plimsoll and the back half of the fish in the left. When the plimsolls are put together a whole fish is seen.)

PE Kit

White T-shirt, above knee shorts and plimsolls. Joggers and top for outside use.

- PE kits, both outdoor and indoor, must be in school at all times.
- These should be brought in a drawstring type PE bag.
- Children with long hair will require a spare hair band for PE. This can be kept in school as part of the PE kit.
- The PE bag should be clearly named on the front.
- Please encourage your child to undress and dress themselves.

Earrings & Jewellery

- One pair of 'stud' type earrings may be worn at school.
- No other jewellery should be worn.
- On a day when your child does PE or games earrings must not be worn. (Staff cannot remove or put earrings back in).

The policy on Jewellery reflects Health and Safety considerations. As stated in the school prospectus the school recognises that there may be cultural exceptions to this policy.

Book Bag

Please name it clearly and ensure that your child brings it to school on a daily basis.

Toys

Toys should not be brought to school, unless for specific reasons, i.e. show and tell or topic work.

LUNCH AT SCHOOL & SNACKS

Packed Lunch

- If children are having packed lunch they will need a rectangular plastic type lunch box as space is limited for storage.
- Please ensure that drink bottles do not leak. No fizzy drinks.
- We are a nut free school.
- We are a 'Healthy School'. No sweets and chocolate. We also discourage regular crisps.

School Lunch

All children are eligible for free school meals from their entry into Reception. The meal choices will include a meat or vegetarian dish or jacket potato.

Snacks

We encourage children to eat a piece of fruit or vegetable during the mid morning break. Currently this is provided through the Government's 'Fruit and Vegetable Scheme'. Every child receives a piece of fresh fruit or raw vegetable daily. You are welcome to send your child in with their own healthy snack of fruit or veg.

Water

A named bottle of water should be brought to school daily for drinking throughout the day. Water coolers are situated around the school so that bottles can be refilled as required. Bottles should contain water only - not squash or fruit juice. If bottles contain squash or fruit juice they will be sent home with your child at the end of the day.

Medicines

Should your child need to have prescribed medicines or inhalers administered in school, an authorisation of medicine form must be completed. This is available from the office. Please note that it is not obligatory for the staff to administer medicines. Only prescribed medicines should be brought into school.

Head Lice

Unfortunately this is a common problem in all schools. Long hair should be tied back or plaited for school.

- Please check your child's hair regularly.
- Remember, if head lice are present, the whole family will require treatment.
- The School Nursing Team will be able to offer further advice and their details can be found on www.norfolk.gov.uk

Toilet

- Please teach your child to flush the toilet after use and to wash their hands.
- Accidents. Should your child have an accident they will be encouraged to change themselves, with adult assistance. The school provides spare clothing.

- Please launder and return borrowed clothing to the school. Any 'spare' clothing is always appreciated.
- Please ask to see our Intimate Care Policy if you have any concerns.

Illness

- We operate a first day calling system so please contact the school by telephone on the first day your child is ill. If we do not hear from you, you will receive a courtesy call from the office staff.
- Please contact the school again if your child is to be away for more than 3 days. Medical Certificates or doctor's notes should be provided for medical appointments.
- If your child has suffered from sickness or diarrhoea, they must not return to school until they have been clear for 48 hours. However, if the problem is more severe, lasts for longer and is accompanied by a high temperature they must wait 72 hours after the last bout.
- Please ensure that your child has a supply of tissues in their pocket or book bag.

Leave of Absence

Planned absences during term time are discouraged. If due to exceptional circumstances you wish to take your child away during term time, please complete a leave of absence request form in advance. These can be obtained from the office and should be returned there to be authorised by Mr Nixon. If a child has a poor attendance record of below 95% without reasonable explanation, if the circumstances are not exceptional or the request is for September or SATs week authorisation will not be given. Please consider carefully the need to take holidays during term time and avoid doing so if at all possible. This is in line with Cluster policy which is on the website.

Our Partnership with you

It is important to us that we work in partnership with you. If at any time you have worries or concerns don't hesitate to be in touch. A weekly newsletter is sent every Friday via email by Teachers2Parents to keep you up to date with School events. The newsletter can also be found on our website.

We value your involvement. There will be many opportunities for you to participate in school life throughout the year including family learning, assembly attendance much more.

We welcome support in the classroom, either on a regular or irregular basis.

Website - copies of newsletters and date lists can be found on the website together with events and general information.

- There is an informal arrangement for you to view and share your child's work with them each Wednesday after school.
- Teachers are available at the beginning and end of the day for you to arrange a time for a chat if you have things you want to discuss.
- It is extremely helpful if you keep us informed of any changes at home that might impact on your child, such as moving house or family (including pet) illness.
- There is an opportunity for a more formal chat at Parents' Consultations which are held once a term.

- Mr Nixon is available by appointment. If he is free he is happy to see you without an appointment for matters of urgency.

Photographs

- The Photo Policy states that parents may take photographs during school events, although only at the end of performances to avoid distraction. If you do not want your child to be photographed during such events please fill in the form in your pack.
- Photographs of your child may be published on our website, in the school brochure or the local newspaper. If you do not want photos of your child to appear please return the photograph consent form to the school office.

Ashleigh Tree House - Breakfast and After School Club

Both clubs provide opportunities for the children to relax, have fun and do their homework.

Breakfast Club

- Before school care is available at Ashleigh Breakfast Club. It runs during term time from 7.40-8.40a.m. Monday to Friday.
- It is open to children who attend Ashleigh Primary School.
- Please visit the school office for more information or call the Breakfast Club mobile: 07746 276207.

After School Club

- After school care is available at Ashleigh After School Club. It runs during term time from 3.00-6.00p.m. Monday to Friday.
- It is open to children who attend Ashleigh Primary and Robert Kett Junior School. There are facilities for the children to be escorted from the Junior School.
- Please visit the school office for more information or call the After School Club mobile: 07503 290635.

Please let us know if we have missed anything useful from this so that we can up-date for future parents.