



Leehurst Swan School
S A L I S B U R Y

**Welcome to
KS1**

Absences

If your child is ill or unable to attend school for any other reason please ring school as soon after 8.00am as possible. We must receive a letter in school following any absence.

Information regarding medical or other appointments should be given to the form teacher before any appointment.

Please let us know if you are going away and your child is staying with friends or relatives so that we have the relevant contact numbers.

Please also let us know if someone else is bringing your child to school or collecting them from school.

It is also very important to let us know if there has been an upset at home or in school so that we can keep an eye on the situation and be prepared if your child is distressed for any reason.

After School Care

The school provides After School Care as a service. This is intended to be used for working parents, who have to pick up their children after the normal school day, or for parents who, for some other reason, have to leave their children for longer than the normal school day. It is **not** intended to be used by the children as a social occasion. Children staying to After School Care **must** obey the normal school rules. Any bad behaviour will result in a pupil being given a verbal warning, a second similar offence will result in a written warning. If the pupil persists in causing problems they will be banned from After School Care for a week and this ban will become permanent if behaviour does not improve.

Food and Drink

Children should bring in a mid-morning snack for break-time. Hot lunches are available in school for an additional charge of £3.00. These lunches will be brought into school using local fresh ingredients. Please contact the school for further information on this service. Many children bring packed lunches to school. Please try to avoid fizzy drink and glass bottles. In warm weather an ice pack will help keep food cool and fresh. 'Official' water bottles are allowed on Prep desks in lessons,

and should contain water only. Cafe on the Park supplies packed lunches in three different sizes and delivers to school. Please contact Reception for further information on this service.

Please do not send children to school with expensive toys as we cannot accept responsibility for them.

Confiscated Items

Any property confiscated by a member of staff will be kept by the Head of Prep and will be returned at the end of term.

Dogs

Dogs are not allowed on school premises in the interests of Health & Safety.

Extra-curricular Activities

Professional coaches take Football, Gymnastics and Tennis sessions for Key Stage 1 pupils for which an extra charge is made.

Illness or Accidents at School

We must have up-to-date contact numbers in case of illness or accident at school. If you change numbers please remember to let us know. If we are unable to contact you we will rely on the advice of the first-aider, your family doctor or the hospital.

Please do not send children to school if they are ill – they will avoid spreading infections and will recover more quickly at home. Pupils with very contagious ailments such as impetigo should be kept away from school until it has been treated and they are recovered.

Medicines

If medicine needs to be administered during school hours, the school must be informed in writing. The medicine must be brought to school in its original container, clearly labelled with the pupil's name, class and instructions for administration. A 'Schools Request to Administer Medication' form, kept in Reception, or downloaded from the website must be fully completed by a parent/guardian. Inhalers may be carried by pupils but must be clearly labelled with their name and class. If your child is allergic to any substance or any medication, which has side effects, the school must be informed.

Headmasters' Afternoon Teas

These are held once a year and we welcome your comments and suggestions at these times.

Holidays

We would be grateful if parents would, as far as possible, book family holidays during school holiday periods. It is better for the children if they are taught in the classroom at the same time as their peers. Permission should be requested in advance from the Headmaster before taking holidays in term time.

Homework

This is an important part of your child's education and aids the learning process. Homework should be done in a quiet place where the children can be free from distractions. If your child is experiencing difficulties with homework it is vital that you talk to their form teacher. If it is impossible for homework to be done on a particular night a letter must be sent to the relevant teacher with an explanation. A balance should always be struck between schoolwork and outside activities.

Lost Property

It is inevitable that some items of clothing or equipment may be lost from time to time so they must be clearly marked with the child's name. **Please check regularly that the names are clearly visible.**

Money in School

It is sometimes necessary for money to be sent into school. This should be sent in an envelope clearly marked with your child's name and form and given to the Form Teacher.

Pastoral Care

Parents are welcome in school at any time. If you have any problems or queries please feel free to discuss them with us. If you wish to see your child's form teacher please choose a convenient time such as before morning school or at the end of the school day. A prior appointment is normally advised. For issues that are not necessarily appropriate for the form teacher you may contact Mrs Saxon, the Key Stage 1 Co-ordinator, or Mrs Bayliss, the Head of Prep, by telephone or by letter through your child's homework diary.

Reporting to Parents

Reports are sent out in February and July. Parents' Evenings are held in Autumn and Spring Terms. Children who join during the school year receive a short report after the first month.

School Trips

School trips are arranged throughout the year. You will be asked to complete forms for these activities. Uniform is always worn.

School Bags

A back-pack for carrying school work is ideal. Draw-string bags are best for swimming.

Stationery Requirements

The School provides all stationery requirements for the Reception Class and Year 1. Parents of Year 2 pupils will be sent a list of stationery requirements at the beginning of the Autumn Term.

Uniform

Please see the uniform list to check requirements depending on your child's age. The school aims to ensure that all pupils take a pride in their appearance and we hope that we can rely on parents' support. Correct uniform must be worn at all times and **sensible** shoes are essential for safety. A second hand uniform sale is sold at various FOLS events during the school year. During the summer months children should wear school sun hats at playtime and during P.E. lessons. A navy or burgundy PE hat is available for purchase from school.

PE Kit

Please see the kit list to check requirements depending on your child's age. Please make sure **all** PE kit is clearly marked with the child's name.

More information about the school can be found on the Leehurst Swan web site: www.leehurstswan.org.uk this includes term dates, photographs and information about recent events. You may also wish to gain access to the safeguarding (child protection) policies and other information provided for parents. To view this information on the website, please click on the heading on the right hand side marked "Parents" and use the pass word **educate** to pass through this portal.