

6th September
2019

Scarning V C Primary School



Please see the website for forms, newsletters, photos
www.scarningprimary.co.uk

Welcome back to school! We hope you all had a great summer break. This weeks newsletter has lots of important information for you please retain it for future reference.

Weekly Newsletter We send our weekly newsletter by email every Friday. You will receive a top quality colour newsletter this way and it reduces paper usage. We are happy to send a newsletter to more than one address per pupil - for example if parents/carers are separated. Please let the office know.

Change in the Weather The weather is changing as we approach Autumn, please can you ensure that your child has a waterproof jacket in school at all times. The children go outside to play at break-times and lunchtime.

Nut Free School - Important Notice

We have children at our school who have severe nut allergies. This can lead to Anaphylactic shock (which could be fatal). Please make sure your child's lunchbox does not contain any items with nuts in or traces of nut this includes Nutella spread. Thank you for your co-operation.



School Security

Please could we remind you that for security reasons parents should not come into the school building without signing in. If you need to come into the school building please come in via the front office who will sign you in and provide you with a visitor badge, or make an appointment with another member of staff for you. This is before, during and after school (due to clubs). This not only ensures we know who is in the building but in the event of a fire or another evacuation of the building, we would know who needs accounting for. Thank you for your co-operation in keeping our school safe. Please note: anyone seen in the school without a visitor badge will be challenged about their reasons for being there!

Earrings

Children with pierced ears should only wear stud style earrings at school. All earrings must be removed by the child for PE activities, as well as for swimming. If your child is not able to remove their own earrings, please ensure that you remove them before school on a day they have PE or swimming. We can not supply medical tape for the amount of children who say they can not remove their earrings and it is very disrupting to PE lessons.

IMPORTANT FORMS TO RETURN:

We have sent home the family update forms. These forms must be returned immediately to enable us to update your child's emergency details. Please make sure these are signed.

Please sign your child's trip consent form and return.

Photo Consent - You will already have informed us of your photo consent preferences, if you wish to amend these details please speak to the office or request an opt out form.

School barriers

The barriers giving car access into school will be down during morning and afternoon drop off times. These will also be down at lunch time. This is to reduce the amount of traffic in the school grounds and keep the area as safe as we can. Please do not attempt to get in through the barriers as you will be turned away.

Speaking with teachers

If you need to speak to a class teacher please try to do so before school, or preferably after school when the teacher will have more time to talk with you. Alternatively you can make an appointment to see them.

For any school uniform orders you need to order on-line at www.schooltrends.co.uk

School Trends

You can check our key policies online at www.scarningprimary.co.uk these include our anti bullying policy, our complaints procedure and information regarding whistleblowing. Other policies are also available.

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LOTTERY FUNDED



Safeguarding Children

Please help us in keeping your children safe by calling us if your child is not able to come to school so we can mark the register accordingly. If the office is closed you can leave a message anytime of the day or night on our answer machine. If we do not receive notification of an absence we will firstly text and if we get no reply from that we will telephone you. It is also possible we may make a home visit to ensure everyone is ok if we do not hear from you. Any absence we can not give a reason for will be recorded as unauthorised absence. This worked very well last year, thank you for your support.



The purpose of Scarning Primary School's safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm.

Mr N King is the Designated Safeguarding Lead. Mrs E Simpson, Mrs M King and Mr S Howell are the alternate designated leads. Mrs Hardwick is the Governors for Safeguarding and Child Protection.

If your child is going to be absent from school

If your child will not be attending school please can you make sure you call the school office before 8.50am to let us know the reason why. If you get the answerphone message please leave all your child's details on there, including the reason they are ill. We now have to record all this information on our system so we can pass it on to the attendance officer if needed.

School attendance

As most of you already know we take good attendance at school very seriously and will take action to improve poor attendance. Our school target is 97%, the Norfolk level of persistent absence is 90%. We have to take formal action if your child's attendance falls below this level. For this reason in school we look at attendance of less than 92% and try to put measures in place to stop it falling further, below 90%. This may be in form of a letter, or an attendance panel may be held, but please be aware some action will be taken.

We do a lot to try and praise good attendance, including a half termly small reward for those that have 100% for that half term. By breaking it down into periods of around 6 weeks we hope this is achievable to lots of children throughout the year. Fines will continue to be issued—Norfolk County Council is issue fines if a child misses 10 sessions (5days) through unauthorised absence. Full details of this are on the letter sent home on the first day of term.

Please do come and see us if you have any issues about attendance.



Money in School

There will be times where you need to send money into school, maybe for a school trip or a lunch. There are two ways to do this:

Cash / Cheque sent into school—Any money that comes into school needs to be in an envelope with your child's name, class and what you are paying for written on. This should be handed to your child's teacher in the morning by your child—each class has a time to do this in their morning registration. We are happy to take payment for items by cheque, but it will need to be a separate cheque for each item you are paying for, as money is banked into different accounts. Please be aware a cheque returned to us unpaid will incur a £6 charge to cover bank fees. Change will be sent home via your child.

Online payments—You can make payments online via our school money system. You can either go direct to their website www.schoolmoney.co.uk and enter your login details to make a payment, or if we are asking for payment for a trip we will send you a link that you can make payment straight to. You will receive a receipt for all money paid via school money straight from them. Payments made via the school will only be receipted if over £15.



School Trips

Through out the year your child's class may organise special events/school trips. A letter will come home with the date of the trip and any cost that may be required.

Although the letter will ask for a voluntary contribution if we do not receive enough money to cover the cost, the trip may not be able to go ahead. Please can we ask that all monies are paid by the deadline given and that the letter is kept for you to refer to.



As from September all our school clubs will be booked online via the School money system. Clubs that have previously been free will be charged at 1p to enable us to do this. We hope that this will make the process fairer and easier for everyone!

If you need a password reminder please let us know as soon as possible so we can send this to you beforehand.

SCHOOL UNIFORM

We feel that the wearing of uniform encourages the children to develop the right attitudes towards school and that it gives them the sense of belonging to Scarning Primary School. Care has been taken to enable parents to purchase clothing from stores of their own choice, but items with the school logo on can only be ordered from Birds of Dereham (the school supplier). Orders can either be made online or instore at Unit D, 13 Yaxham Road (behind Halfords).

<https://www.birdsofdereham.com/shop/category/schools-scarning-vc-primary-school-76/>

Boys

Black or grey trousers

Optional for the summer term: tailored knee length shorts

White or light blue polo shirt

Royal blue jumper or fleece with school logo

Girls

Black or grey skirt, pinafore dress or trousers

White or light blue polo shirt

Royal blue jumper, cardigan or fleece with school logo

Optional for the summer term: blue and white checked summer dress tailored knee length shorts

Footwear is expected to be suitable for normal school activities. Shoes should be flat (no raised heel) and black. Black trainer shoes are acceptable.

P.E. Kit

We expect pupils to have their P.E kit in school every day. This should be brought to school in a small named bag to be kept on their peg.

Indoor: Shorts (navy or black); T-shirt (white with school logo); Plimsolls

Outdoor: Tracksuit trousers & sweatshirt (dark coloured); Trainers

Long hair must be tied up for P.E. lessons and earrings removed or covered with tape (by the child themselves).

Hair should be of the child's natural colour, not dyed or coloured. Excessive hair decorations, nail varnish, make up and tattoos are also not allowed.

A reminder about dogs on the Scarning School Site.

Dogs are not allowed to enter any part of the school site. We are asking that dogs are not tethered to the boundary fences and that due consideration to the public is taken. **This excludes guide dogs.** The boundaries are shown below.

