Scarning V.C. Primary School



Dereham Road Scarning NR19 2PW
01362 692665
office@scarning.norfolk.sch.uk
www.scarningprimary.co.uk

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.

Welcome back to school!
This weeks newsletter has lots of important information for you, please retain it for future reference.

September 8th 2023 Newsletter

Entry into school

Please can we ask that parents do not come into the school office, if you need to contact the school please call on **01362 692665** or email the office - **office@scarning.norfolk.sch.uk.**
If you need to drop something off for your child please name it and leave in the green box outside the office or in the school post box.
If you need to collect your child early please ring the office intercom and wait outside for your child to come out to you.
If your child arrives late for school they need to come into the office lobby themselves and we will buzz them through the inner door.

Weekly Newsletter

We send our weekly newsletter by email every Friday. You will receive a 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.

When contacting the school office please make sure to include your child's full name and class.

Dates for your Diary

- **Friday 15th September**
  Class photos
- **Friday 29th September**
  Macmillan Coffee morning
- **Friday 20th October**
  Last day of term
- **Monday 30th October**
  First day of term
- **Thursday 9th November**
  Individual photos
- **Friday 17th November**
  Children in need
- **Thursday 23rd November**
  Whole school flu immunisation

Please note: children will not be allowed to wait on the forecourt of the school before 8.20am. The gate at the School Plain end of the school will be locked until this time.

End of day collection arrangements

If you need to change the after school arrangements for collection of your child please contact the school before 2.30pm.
You must notify us from either an email or phone number that we have on file for you.

School barriers

The barriers giving car access into school will be down during morning and afternoon drop off times. There will be no access at all through these from 8.35—9am.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 email them directly.

Please remember to always keep us updated with any change of contact details to ensure you always receive communication from us by text/email. You can do this yourself by going to the Pupil Asset Website or by notifying the school office from an email address we have on file.

Please click the link below for more information on local events.
https://www.scarningprimary.co.uk/local-events/

Money in School

There will be times where you need to pay for school trips or lunch money. There are two ways to do this:

Online payments— This is the way we would prefer to receive payments in school You can make payments online via the SchoolMoney App or Website. Please refer to guidelines previously sent.

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.

For all payments received in school a receipt will be emailed via the SchoolMoney system.

If you wish for your child to leave school by themselves (Yr5 & 6 only), please complete a form. These are available to download from the school website or paper copies are available from outside the front office. We are sorry but we are unable to accept an email. If this is at short notice you are welcome to write a signed note and email a photo of this into the school. office.

IMPORTANT FORMS TO RETURN:

We have send home the family update forms this week. These forms must be returned immediately to enable us to update your child's emergency details. If you have changed your details in the last few days via Pupil Asset these changes will not show on the form as they were printed before this. Please make sure these are signed and dated.

We will also be sending home trip consent forms. Please can theses be signed and returned as well.

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.

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 stating your child's details including the reason they are absent from school or record the absence via the Pupil Asset App on the day of the absence only. 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 cannot give a reason for will be recorded as unauthorised absence. 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 deputy designated leads. Mrs Hardwick is the Governors for Safeguarding and Child Protection.

Earrings

Children with pierced ears should only wear stud style earrings at school. All earrings must be removed by the child for PE activities. 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. 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.

Please be aware that different years have different lunchtimes.

EYFS 11.30—12.30

Yr1 11.50—12.50

Yr2 12—1

Yr3 & 4 12.15—1.15

Yr5 & 6 12.30 - 1.30

Please bear this in mind if collecting children early.

TEMPEST PHOTOGRAPHY

Tempest will be in school to take class photo's on the 15th September. The photographers will photograph small groups of children which are then merged into one picture.



Nut Free School - Important Notice

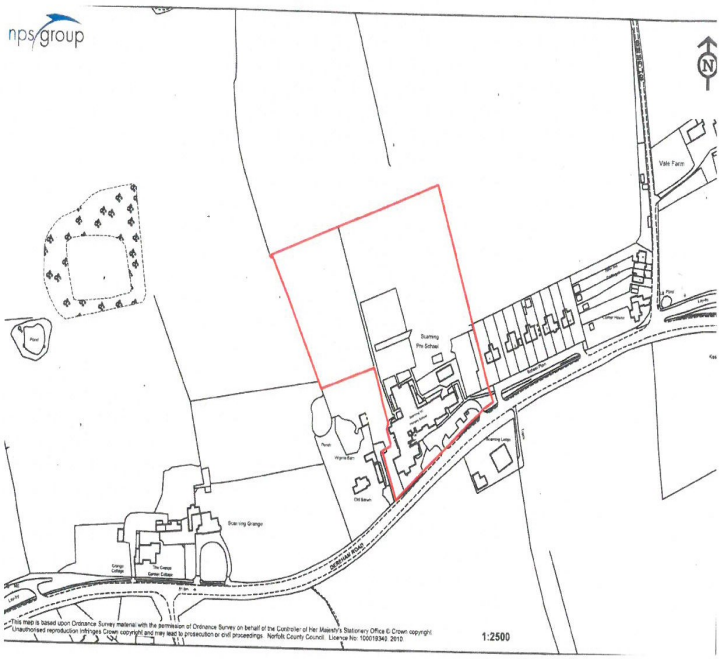
We have children at our school who have severe nut allergies. This can lead to Anaphylactic shock (which could be fatal). Please make sure your child's lunchbox does not contain any items with nuts in or traces of nut this includes Nutella spread.

Thank you for your co-operation.



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.



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.

Fines will continue to be issued—Norfolk County Council is issue fines if a child misses 9 sessions (4.5days) through unauthorised absence. Full details of this are on the letter sent home on the first day of term.

Please do contact us if you have any issues about attendance.

If your child will be absent from school for any reason other then illness, please complete an absence request form. These can either be downloaded from the school website or paper copies are available from outside the front office. Any absence your child has from school where a form has not been completed prior to it will be classes as unauthorised



School Trips

Throughout 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.