



# Coleham Primary School

*For every child, an Excellent Education*

Greyfriars Road, Shrewsbury, Shropshire, SY3 7EN

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**Headteacher: Ms C Jones**

14<sup>h</sup> September 2018

Dear Parents/Carers,

As we are starting a new academic year we thought it would be helpful to remind everyone of the school's procedures for medicines, absence requests and other such items.

### **Medicines**

If your child requires medication to be taken during the school day you must complete a Medicine Request form (copies available from the carousel in the main lobby), giving details of the type of medication, dosage etc.

### **Medical Appointments**

If your child needs time out from school to attend a medical appointment please complete a Dentist, Doctor and Hospital Appointments form (copies available from the carousel in the main lobby) and hand it in to the School Office. Office staff will notify the class teacher of the planned absence.

### **Reporting of Accidents/Injuries Outside School**

As part of our Safeguarding procedures we ask all parents to record any accidents, injuries or incidents their child may have sustained and any adjustments we need to make in school (Forms are kept in the carousel in the main lobby). Office staff will ensure that the information is passed to the class teacher.

### **Illness**

If your child is absent due to ill-health, please telephone the school by 9.30am and leave a message on the answerphone (selecting Option 1 on the menu), including your child's name and class. We follow-up any unexplained absences as soon as we are able after this time but it helps us immensely if parents inform us as early as possible.

### **Leave of Absence Requests**

If you are proposing to take your child out of school during term time, you need to complete a Request for Pupil Leave of Absence in Term Time in Exceptional Circumstances form (copies available from the carousel in the main lobby) *prior* to the proposed absence and hand it in to the School Office. There are 190 school days in an academic year and 175 days free for family time. Please note that whilst we as individuals may sympathise and appreciate the various reasons parents wish to request time off during term time, the Headteacher is duty bound under Legislation and the Fixed Penalty Code to decline all holidays in term time. Holidays are not deemed to be exceptional circumstances. We mention this in advance so families are not disappointed when requests are denied. The Headteacher will aim to respond to your request within 5 working days.

### **School Gates**

Please note that for the safety of our children in school and to ensure the smooth running of our After School Clubs, the Caretaker locks the side gates at 9:00am and 3:30pm so please ensure you vacate the premises in good time.

### **Late Arrivals**

Pupils should be in class, ready for registration by **8.50am** so that lessons begin on time at 9.00am. Entrances to the school buildings are closed at 8.50am and any pupils arriving after this time will need to enter through main front doors and report to the school office, to ensure they are marked in the register. Children arriving after **8.55am** will be recorded as late. Every school day counts for a child's education and so attendance, which includes 'Lates', are monitored very carefully by the Council's Education Welfare Officer.

### **Medical Conditions**

Please keep us informed of any changes to your child's medical conditions which includes Asthma. Some children will have a Medical Care Plan and so paperwork will be sent out annually for you to return or you may email our Health Co-ordinator Mrs Davies [davies.j@colehamprimary.co.uk](mailto:davies.j@colehamprimary.co.uk) or leave a note for her at Reception.

### **Nut and Sesame free school**

Please remember we are a nut and sesame free school. We have two people in school with Anaphalaxis, a severe life threatening allergy to nuts and sesame. The consequences of this could be fatal and so it is very important we all ensure no nut or sesame products (snickers bars, carrot cake, sandwich spreads, hummus, breads etc.) are sent into school.

### **Allergies/Dietary Needs**

Please remember to inform the school if your child has an allergy or strict dietary needs (Halal/Vegetarian) or no longer suffers from an allergy. This information can be given to the office for the attention of our Health Co-ordinator Mrs Davies or you may email her directly [davies.j@colehamprimary.co.uk](mailto:davies.j@colehamprimary.co.uk).

### **Lunch boxes**

Please note we encourage and educate the children on healthy eating. If your child has a lunch box please do not send in sugary or fizzy drinks, sweets and chocolate bars. All children are now provided with milk and water at lunchtime, including those children who bring a packed lunch.

### **Milk Orders/Cancellations**

If you would like to pay for your children to have a small bottle of milk at break-time or you wish them to stop receiving milk, please visit CoolMilk's website [www.coolmilk.com](http://www.coolmilk.com) and follow the instructions on the site.

### **Park and Stride Scheme**

We have a Park and Stride scheme in operation with St. Julian Friar's and Asda's car parks, allowing those displaying a school's parking permit on their dashboard to park for up to 30 minutes at no charge at drop-off and collection times. If you would like a permit, please ask at the School Office.

### **Cashless School**

As of last term Coleham stopped accepting cash/cheque payments. Parents should make payments using their child's ParentPay account. If you have not yet signed up to ParentPay please see the office staff who will issue you with an activation code letter.

Thank you for your co-operation and apologies for the rather long list of reminders. I hope you find it useful.

Yours sincerely,



Tracy Othen  
Business Manager