

## What Should I Do If?

### **My child is absent**

Please telephone the school office by 9am on the first day of absence. Absences will then be recorded and you will not need to send in a note. Any absence that is not confirmed to the school will be shown as unauthorised. Alternatively you can email the school on [admin@wanboroughprimary.org](mailto:admin@wanboroughprimary.org)

### **My child is late**

Please enter school via the front door and sign in at the office. Remember to confirm lunch arrangements so that hot dinners can be catered for.

### **My child has a medical appointment during the school day**

Where it is not possible to make this outside of school hours, please send a note in to the class teacher in advance. On the day, please sign your child out, using the book in the entrance porch, so that we have accurate records of children on the premises. If you return to school, please sign them back in.

### **We want to take a holiday in term time**

We are no longer able to authorise holidays during term time, following guidance from the Department for Education.

### **My child would like a school dinner**

The current cost is £2.20 per day or £11 a week. Dinners must be **booked and paid for** on the Thursday of the **previous** week using the special order forms available from the website. Payment is via ParentPay.

### **Arriving at school**

Children in year 1 to 6 can arrive any time from 8.20 to 8.30am. The playground is supervised from 8.20am and children line up at 8.30am ready to go to their classes.

Reception children are taken to their classroom from 8.30 to 8.45am. You are welcomed and encouraged to come in with reception children to help them get settled.

### **My child would like music lessons**

The Swindon Music Co-operative organise lessons and collect payment for lessons in:

Brass instruments, piano, keyboard and guitar.

Their telephone number is 602482 for details of availability and costs.

## What Does My Child Need at School?

- Lunch Box (or dinner money – see previously). We have Healthy School status and encourage eating healthily, so it would be brilliant if this message can be reinforced in the lunchbox.
- A healthy snack. Key Stage One (Reception, Year 1 and 2) children are provided with fruit every day (this may be available until the second week of term).
- PE Kit in a bag so that it can stay in school.
- A book bag (or similar) for school books, the school link diary and any messages or letters to go home.
- A painting apron or old shirt to protect the school uniform. This can be left in school.
- Appropriate clothing for the weather. We often go on walks in the village and depending on the weather sun hats, sensible footwear or coats may be needed.
- You do not need to provide a pencil case as we supply pens, pencils etc. to be used in school.