

St Wilfrid's Church of England Primary Academy

Headteacher: Mr Stuart Colothan

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Friday 7th October 2016

Dear Parents/Carers,

This letter has been sent as a polite reminder for a few of the School Policies, and in response to some of the most frequently asked questions. It also includes an important change of date.

Christmas Fair – CHANGE OF DATE

Following the PTFA AGM, the Christmas Fair has been rearranged to **Friday 2nd December** and the PTFA Christmas Disco for Year 3, 4 and 5 pupils has been moved to **Friday 9th December**.

Payments for Dinners, Kidz Klub and Trips etc

All payments made to school should be paid either by cash or cheque, and should be placed in a **separate** envelope with your child's name, class, amount and reason for payment eg 'dinners'; 'music lessons'; kidzklub; name of school trip etc written on it. **Please ensure payments by cash are to the correct amount as we have very little change available in school, and we cannot always guarantee there will be change available to return to you.**

Dinner Money – NURSERY AND KS2 PUPILS ONLY. Payment is required on a Monday in a separate envelope to any other payments. All cheques should be made payable to '**St Wilfrid's Church of England Primary Academy**', and your 'child's name, class, and Dinners' written on the back.

Dinners are £2.10 per day, £10.50 per week, which can be paid weekly, half termly or termly on Mondays only.

Children will not be able to mix sandwiches and school dinners during the week. They must choose one or the other. Children will only be able to change their lunch choice from the start of each half term and must give notice in writing.

Kidz Klub Payments - Payment is required on a Monday only in a separate envelope to any other payments.

All cheques should be made payable to '**St Wilfrid's Trading Company Ltd**', and your 'child's name, class, and Kidzklub' written on the back. Please note that individual Kidz Klub sessions are now **£3.45** each or **£2.59** for the last session in the afternoon.

All forms can be collected from the School Admin Office. Payments can be sent via your child's teacher or at the school office. Any payments received after Monday will not be recorded until the following week and you are likely to receive a reminder letter.

Administration of Medicine

Medication may only be administered if prescribed by a doctor.

A '**Request for school to administer medication**' form must be completed for all medication administered in school. This applies whether the medication is administered by school personnel or by the children themselves (asthma inhalers only). A new form must be completed by the parent or guardian, prior to the administration of each new dosage of medication. For medication required on an ongoing basis, a new form must be updated/completed each new Academic Year. For all parents/carers who have not completed a new form recently, please call into the Admin Office for a blank form as soon as possible. The completed form and all medication must be handed into the Admin Office.

Medication must be doctor prescribed and can only be administered if the dosage is four times daily.



Learning Together Trust

Executive Headteacher: Mrs Janet Kneale



Absence in Term Time:

Holiday/Absence Requests

In line with DFE legislation, leave of absence requests will only be considered in **exceptional circumstances**. Leave for holidays **will not** be authorised. Leave of absence forms are available from the office and must be completed for all requests.

Absence due to Illness

School should be notified either in person, or by telephoning as soon as practical on the first day of absence. If your child is off for more than 3 consecutive day's notification is required by telephone or in person together with a letter confirming the reason for absence.

If a reason is not received for your child's absence then an unauthorised absence mark will be recorded.

Absence due to Medical Appointments

Notification of medical appointments (eg clinic, dentist, hospital etc) should be made in writing prior to your child being taken out of school where ever possible. If this is not practical, please verbally inform the Admin Office/Reception personnel as soon as possible. **You will need to provide letters of appointment or appointment cards.**

Late arrival at school

Please note that the school doors open at 8:50am and registration starts at 8:55am prompt.

If you are arriving after 9.00am, please call into the Admin Office/Reception, to ensure your child is booked into School.

All children leaving school during normal school hours, or children being dropped off after 9am must be booked in via the Admin Office/Reception.

All forms can be collected from the School Admin Office. Payments can be sent via your child's teacher, or via the Admin Office/Reception. Thank you.

Car Parking

The school has received a number of complaints from local residents and the Police with regard to parents parking on the double yellow lines outside the school area. Could we please remind parents that this is not only a safety issue, but it is an offence to park on double yellow lines.

Our school car park offers limited parking and parents may only park in designated parking bays when they are free.

Smoking

We would like to remind parents that the school operates a 'No Smoking Policy' on the school grounds. This also applies to the use of e-cigarettes.

Dogs

For health and safety reasons, dogs are not allowed on the school grounds including the school fields.

Playground Equipment

Under no circumstances can children access playground equipment before or after school. Children are not allowed to use bikes or scooters on the school grounds for health and safety reasons.

Earrings

For Health and Safety reasons children **are not** permitted to wear earrings at school. If your child has their ears pierced then earrings **must** be removed during the school day.

Thank you for your support and co-operation.

Yours sincerely,

Mr S Colothan
Headteacher