

# Essential information

There are several things that you as parents can do to help us keep our school running smoothly and to minimise disruption to your child's routine, and we hope that by providing this extra information, we will be able to ensure that your child's start to school life is as easy as possible.

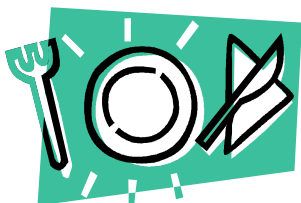


Please note: Our Business Manager is Mrs. Hollings and we have two Office Assistants: Mrs. Haworth and Mrs. Whalley.

Arrival in the morning: The school gates will normally be opened at 8.30 a.m. Children **should not** be dropped off before this time. Please note, the school yard, whilst open from 8.30 a.m., **will not be supervised** by school staff until 8.45 a.m.

## Dogs on the school yard

Please note that under no circumstances should dogs be brought onto the school yard. This is for obvious health and safety reasons.

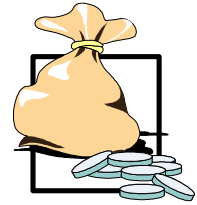


## Lunchtime arrangements

Should your child wish to change from school dinners to pack lunches or vice versa, please give the school office a week's notice to allow for ordering of supplies. As part of the Government's Universal Infant Free School Meals initiative, all Reception, Year 1 and Year 2 children will receive free lunches as a matter of course. Please only inform the office if you do NOT wish to take up this offer. Please note, this is NOT linked to eligibility for free school meals due to receipt of state benefits.

## Payments

Lunch money is payable weekly and is collected in class, on a Monday morning.



Milk money is payable at the start of the year. If your child does not wish to continue with milk, please inform Mrs Hollings at the end of term, as we cannot cancel the order after it has been made at the start of a new term.



Payments can be made by cash or cheque (to St Gabriel's School). Please put money in a sealed envelope, labelled with your child's name, class and the contents.

## Medication

If at all possible, all medication such as antibiotics should be administered at home. Should medication need to be sent into school it **must** be named, brought to the school office personally by **an adult** and accompanied by an 'Authority to Administer Medication' form. This is available on the school website [www.stgabrielscep.org.uk](http://www.stgabrielscep.org.uk) under forms. Medication will **NOT** be administered if these procedures are not followed, or if the expiry date has been exceeded.



## Late arrivals

If you arrive late for school (after 8.55 a.m.) please accompany your child to the Office as the yard gates are locked shortly after this time, as a safety precaution. Your child will then be registered and escorted to class.

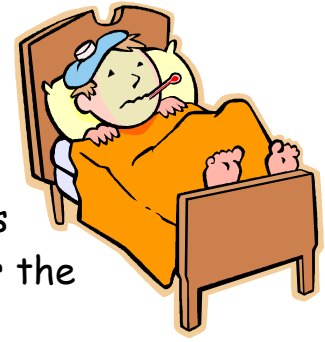


## Children out of school during school hours

If you need to remove your child from school during the day, for example an unavoidable appointment, please notify your child's class teacher in advance, in writing if at all possible. When you collect your child, please go to the main office. If it is a last minute appointment, please inform school as soon as possible.

### Absence from school

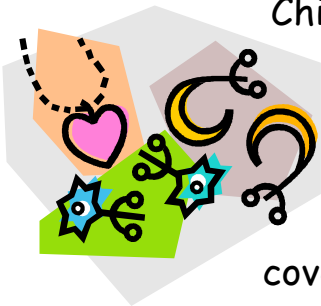
If your child is absent due to illness, please telephone school in the morning, if possible to let us know that they will not be in. If your child needs to be absent for any other reason, e.g. family emergency, religious observance - please notify your child's class teacher or the school office directly.



### Term-time absence requests

Regulations state that Headteachers **may not grant any leave of absence during term time unless there are 'exceptional circumstances'**. Previous thresholds allowing up to ten school days per year for the purpose of family holidays in term time no longer exist. Full guidance and procedures for parents are available on the school website or from the school office.

### Jewellery



Children are not permitted to wear earrings or other jewellery (except watches). Please note these must be removed for all PE lessons. Children with newly pierced ears wearing studs are not permitted to participate in any PE lesson, including swimming. This includes studs covered with plasters. Studs should be removed as soon as allowable from newly pierced ears to ensure lesson participation is maximised. Reminder: Newly pierced ears must routinely be covered by plasters, supplied by parents, for the duration of the time they are required to be worn in school.

### Nail varnish and make up

These are not appropriate in school.

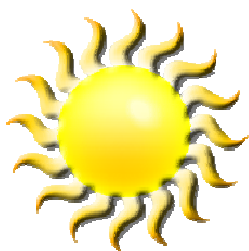
## Hair

Hair that is long enough to tie back must be tied back during all PE lessons. We recommend all long hair be worn tied back throughout the day. All hair styles should be moderate and 'natural looking'. Extreme fashions are not acceptable in hairstyles and other aspects of appearance.



## Advice to parents regarding hot weather

- Children are encouraged to bring hats/caps
- Children are advised to bring water bottles with sports cap tops



Note: **Staff CANNOT apply lotions.** Parents should apply 'once' style sun cream before school starts which will last the duration of the school day.

## Footwear

Children should wear sensibly styled black shoes (not trainers). Their school shoes should be safe and properly secured to allow them to run and play at break times. Children wearing boots to school in bad weather should bring shoes to change into. Girls are actively encouraged to have low heels and will be requested to change if inappropriate shoes are worn. Ballet style pumps provide very little protection or support for growing feet and are not recommended.



## School Uniform

### Girls

- white polo shirt (preferably badged in gold)
  - royal blue round-neck sweatshirt or cardigan embroidered with school badge
  - grey knee length skirt or pinafore dress (please note: no trousers)
  - white socks/grey tights
  - sensibly styled black flat shoes
- for summer - blue and white short sleeved gingham dress



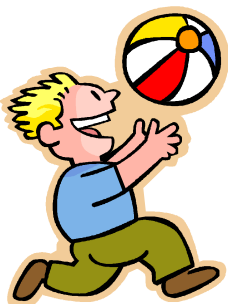
### Boys

- white polo shirt (preferably badged in gold)
- royal blue round-neck sweatshirt embroidered with school badge
- grey trousers or shorts
- grey socks
- black shoes (not trainers)

for summer - grey shorts

Fleeces, sweatshirts, cardigans and polo shirts with the school badge can be purchased from Whittakers, Blackburn or Grays Outfitters, Northgate.

We ask that children are dressed in clothes suitable for the weather. If Wellingtons are worn, children should also bring their school shoes to change into. A named peg can be useful for keeping Wellingtons together.



### PE Lessons/Kits

- For indoor PE or dance lessons all children should wear black slip-on pumps. Trainers may be worn by juniors for outdoor games lessons only.
- For regular games lessons football boots will not be required since a range of skills and activities are taught.
- Children with newly pierced ears wearing studs are not permitted to participate in any PE lesson, including swimming. This includes studs covered with plasters. Studs should be removed as soon as allowable

from newly pierced ears to ensure lesson participation is maximised. Reminder: Newly pierced ears must routinely be covered by plasters, supplied by parents, for the duration of the time they are required to be worn in school.

- All hair, long enough to be tied back, must be gathered back in a hair bobble (or swimming cap).
- Girls wishing to cover their legs for PE should change from tights into footless leggings - to be worn under their games skirt/PE shorts.
- Bare feet and not pumps will be required for all gymnastic lessons.

### School Bags and PE Bags



All children are actively encouraged to use the slim 'book bags' available from the school office. We have very limited cloakroom space and these bags stack neatly in storage trays. Larger bags or back packs are discouraged. School bags and PE bags are both available from the school office.

### Water Bottles - Infants and Juniors

Children wishing to have an additional drink throughout the day should bring named sports-top plastic bottles filled with **water**. Packed lunch drinks of juice and cartons will not be permitted in the classroom.



### Packed Lunches

Lunches should be brought in appropriate carry boxes to store in the classroom. We actively encourage 'healthy choices' and request that sweets are not sent into school.

## Parents in receipt of state benefits

**Please help us to make sure we receive our correct school funding**

If you receive any of the following:

- Income Support
- Income-based Jobseeker's Allowance or Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (as long as you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on
- Universal Credit

...then **you are entitled** to receive free school meals and we get extra funding, **but only when you register online for free school meals at <https://mybwd.blackburn.gov.uk/Pages/KnowledgeBase/Benefits.aspx>**

**The really important thing is that you should still register even if your child is in the infants and gets a free lunch everyday**

Some parents have thought the free lunch in the Infants is the same as being entitled to free school meals. It's not. If your child is in the Juniors, registering **doesn't mean** they have to have a school dinner. You don't have to take up the offer.

**You just need to register for us to receive the money.**

Children who are eligible for free school meals, are also entitled to:

- **Reduced cost trips**
- **Reduced cost music tuition (Years 3-6)**

**Additional Criteria - We also get extra funding for:**

- **Children who are, or have been, in care** (including special guardianship orders)
- **Children who are adopted**



- Children whose parents are in the **armed forces**

If you receive benefits, or any of the additional criteria apply and **you haven't already informed school** please return the slip below, or phone the school office for additional advice. This information remains confidential for school use only.

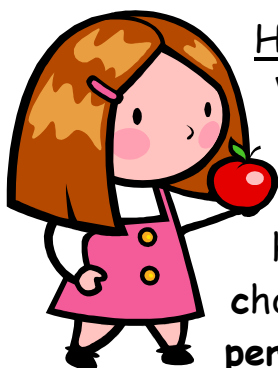
We thank you for your help and support in this matter.

### Toilet Breaks

Children are discouraged to go to the toilet during lesson times. Opportunities are given at playtimes and lunch times. Should your child require more frequent visits for medical reasons, please inform your class teacher. No child, however, would be expected to remain in class feeling uncomfortable, or would be denied to go in an 'emergency'.

### National Free Fruit and Vegetable Scheme for Infants

The National Fruit Scheme offers all infant children a daily free piece or portion of a fruit or vegetable. Examples include: apples, bananas, pears, satsumas, cherry tomatoes, pineapple, strawberries, dried raisins, sugar snap peas, mini cucumbers or carrots. Note, this is not an exhaustive list. School does not select items, nor do we receive advance information regarding which fruits/vegetables will be delivered. It is essential that parents notify us of **ANY** known food allergies on the medical health questionnaire.



### Healthy Snacks

We actively promote the eating of healthy snacks. The school council agreed that all snacks brought Monday to Thursday by junior children, for morning break, should be healthy. Friday would be 'treat' day when crisps or chocolate biscuits may be brought. **Sweets are not permitted to be eaten in school.** Infants are not encouraged



to bring additional snacks as they already receive milk and fresh fruit/vegetables each day. Those who wish to do so should also follow The School Council's agreement.



**Birthday Treats** - Many parents wish to celebrate their child's birthday by generously sending in birthday cakes or sweets to share around. Unfortunately, this kindly gesture causes complications in classes. Increasing numbers of children have allergies which exclude them from being able to accept cake and chocolates, other children are not permitted sweets with gelatine. There are also difficulties in cutting up and distributing 30 pieces of cake! As a compromise, we recommend that parents wishing to celebrate birthdays do not supply cakes which require cutting and that any sweets are wrapped, taking into account any allergy and dietary needs in the class. Thank you for your generosity. Nothing is ever simple.

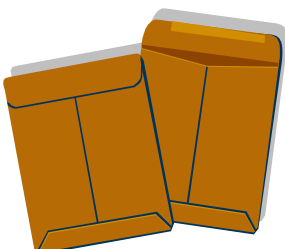
### **Skipping Ropes and Balls**

Children are permitted to bring ropes and balls (tennis balls, not small bouncing balls or footballs) into school. These should be clearly named. Please note balls which go over the fence or onto the roof are not easily recovered.



### **Clothing**

Please ensure **ALL CLOTHING and COATS ARE NAMED!**



### **Money**

All money brought into school for dinners or trips should be in a named envelope.

## Valuables

Valuables, including mobile phones and electronic games, should not be brought into school. Any child bringing a mobile phone to school in exceptional circumstances will be asked to hand it into the school office and collect it at the end of the day.



## Toys

Small toys, figures, cards and stickers are permitted but remain the responsibility of the child. Inappropriate toys i.e. model guns, swords will not be allowed.

## Spare clothing for Infant children

All infant children should have spare underwear and socks in their PE bags in case of any unfortunate accidents.

## Home/school correspondence

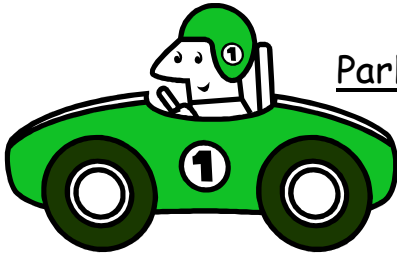
Newsletters are regularly sent out by **email**, along with other letters for your information. Please check your child's bag as other information may be sent out as hard copies.



Essential information will be sent by **text**. Please ensure that you keep us up-to-date of **any changes** to address and contact details.

School Website - [www.stgabrielssch.co.uk](http://www.stgabrielssch.co.uk) - Key information including medical forms, holiday dates, newsletters and curriculum advice is all available on the school website.

Wilworth Crescent - The crescent can get very congested at the beginning and end of the day. Please note that an unofficial one way system applies at these busy times entering the crescent at the Knowles Arms end.



### Parking around School

We ask that parents do not stop in the road to drop children off, pull up on the zig zags or block residents' driveways. Congestion is an increasing issue. Parents are encouraged to park on the Knowles Arms car park at the beginning and end of the day (agreed with the landlord) and walk children into school. Photographs of illegal and inconsiderate parking can be sent directly to the Community Police at [BlackburnNE.NPT@lancashire.pnn.police.uk](mailto:BlackburnNE.NPT@lancashire.pnn.police.uk). We encourage parents to do so independently, not through school. The Community Police can be contacted on 01254 274815.

### No access to School for parking

Please note: parents are not permitted to use the staff car park for dropping off or picking up children - including after school hours for clubs and events. This is due to congestion and capacity issues.

### A final word.....

We hope that this booklet has answered some of the questions you may have about your child starting school. Children's education is a partnership between teachers and parents and we value your support, as we hope that you will value the teachers' hard work and professional judgement.

We look forward to you and your child becoming part of the thriving community that is St. Gabriel's School.

