



Welcome to

**St. Gabriel's Church of England
Primary School**

**Essential Information for Parents
Booklet
September 2022**

selF**-belief cour**A**ge res**I**lience ambi**T**ion **H**armony**

"Stand firm... be courageous" 1 Corinthians 16:13"

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 Office Manager is
Mrs Johnson and our
Office Assistants are
Miss Barker & Miss Iqbal.**

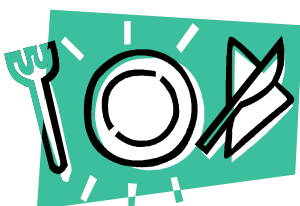
Arrival in the morning: The school gates open at 8.45 a.m. Children **should not** be dropped off before this time. Staff open classroom doors at 8.45 a.m. for children to come directly into school. Please note, the yard is not supervised and younger children should remain accompanied until they enter class at 8.45 a.m.

Late arrivals

The gates close at 8.55 a.m. Late arrivals after this time must report to the School Office.

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

Menus are available online/from the office. Please note our meals are not halal, vegetarian alternatives are provided. 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 note, this is NOT linked to eligibility for free school meals due to receipt of state benefits. Please see page 25.

Payments

We are a cashless school. All payments will be made using the School Money App.



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.stgabrielssch.co.uk under forms. Medication will **NOT** be administered if these procedures are not followed, or if the expiry date has been exceeded.



Absence from school

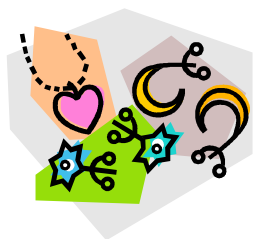
If your child is absent due to illness, please telephone school in the morning. If your child needs to be absent for any other reason, e.g. medical appointment – please notify your child's class teacher or the school office ahead of time.



Term-time absence requests

Regulations state that Headteachers **may not grant any leave of absence during term time unless there are 'exceptional circumstances'**. Full guidance and procedures for parents are available on the school website or from the school office.

Jewellery and Headscarves



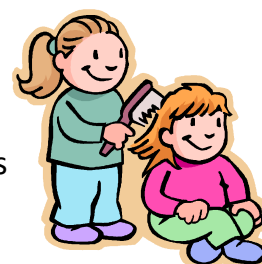
On health and safety grounds, we do not permit children to wear headscarves, jewellery or earrings. Simple watches are permitted where age appropriate. If children have newly pierced ears with studs, they are not permitted to participate in any PE lesson, including swimming.

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 to allow them to run and play at break times. Children wearing boots to school in bad weather should bring shoes to change into. Ballet style pumps provide very little protection or support for growing feet and are not recommended.



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 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 grey pinafore dress
 - charcoal grey tailored trousers
 - white socks/grey tights
 - sensibly styled black flat shoes
- for summer – blue and white short sleeved checked dress



Boys

- white polo shirt (preferably badged in gold)
 - royal blue round-neck sweatshirt embroidered with school badge
 - charcoal grey trousers or shorts
 - grey socks
 - black shoes
- for summer – grey shorts

P.E. Kit

Children will require a P.E. kit comprising:

- white T-shirt (preferably badged in gold)
- royal blue shorts
- navy joggers (preferably badged in gold)
- trainers

Children will be required to come to school in their PE kit and trainers on the days of their PE session – this applies to the whole school. PE bags and PE pumps are not required.

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

- Bare feet and not trainers will be required for all gymnastic lessons.
- Children with newly pierced ears wearing studs are not permitted to participate in any PE lesson, including swimming.
- All hair, long enough to be tied back, must be gathered back in a hair bobble.

Water Bottles – Infants and Juniors

Children wishing to have an additional drink throughout the day should bring named sports-top plastic bottles which can be filled with **water** at school. 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.

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 contact 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

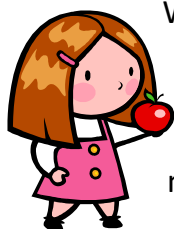
Children are discouraged to go to the toilet during lesson times. Opportunities are given at playtimes and lunch times. Should your child require more frequent visits for medical reasons, **please inform your Class Teacher**. No child, however, would be expected to remain in class feeling uncomfortable,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

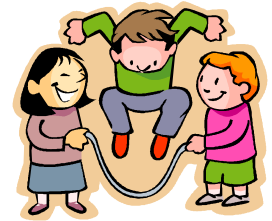
fruit/vegetables each day. Those who wish to do so should also follow The School Council's agreement.



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 or sweets, but mini gifts such as pencils or rubbers. One parent recently supplied pots of blowing bubbles! 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!**

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, complete a disclaimer form 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 school in case of any unfortunate accidents.

School Website – www.stgabrielssch.co.uk - Key information including medical forms, holiday dates, newsletters and curriculum advice is all available on the school website.

Wilworth Crescent - Please note that an unofficial one way system applies at busy times entering the crescent at the Knowles Arms end.

Parking around School

We also ask that parents do not stop in the road to drop children off or block residents' driveways. We also request that you refrain from parking on the unmade road. 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.



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.

General Data Protection Regulations

School follows the latest GDPR regulations. The current policy and privacy notice can be found on the school website.

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.

