

INFORMATION FOR NEW STARTERS

FIRST DAY OF AUTUMN TERM

Wednesday 3rd September 2014

STARTING TIME

Children should arrive on the **playground by 8:40am** where they will be met by their form teachers.

IN THE INTERESTS OF SAFETY OF BOTH PUPILS AND STAFF, DROP-OFF BY CAR MUST BE AT THE BIDDENHAM UPPER SCHOOL CAR PARK.

Children should not arrive at school before 8:30am.

BREAKTIME SNACKS

We are a healthy eating school and therefore **only fruit** is allowed as a break-time snack. We are also a **nut-free** school which means that any foods containing traces of nuts are not allowed.

Please **do not** send cereal bars or any packet fruit, as this causes a problem with litter on the playground.

SCHOOL DINNERS

School lunch is provided in the canteen. Children can purchase a hot meal, hot snack, sandwiches and drinks. **School lunch costs £2.10 and can be purchased on a daily basis.** Menus are available in advance via the school office and on the school website.

Children may bring a lunch from home. Please ensure this is a healthy option. Sweets, nuts and fizzy drinks are not allowed.

Free school meals are available to children whose families receive Income Support. Please ask the office for application details.

END OF DAY

The school day ends at 3:30pm.

Pupils using school buses will be escorted to the **bus pick-up point** by their form teacher for the first week of term.

Two members of staff are always on duty at the bus pick-up point.

Any child who misses a bus should report to the office immediately and parents will be contacted.

PARENTS COLLECTING PUPILS BY CAR MUST USE THE BIDDENHAM UPPER SCHOOL CAR PARK AND NOT ST GREGORY'S CAR PARK. THIS ENSURES THE SAFETY OF BOTH STAFF AND CHILDREN ON OUR SITE.

AFTER SCHOOL CLUBS

Children will be notified about school clubs during the first half term. Pupils who choose to attend will receive a letter giving details of times and days.

Pupils attending an after-school club will go straight to this at the end of the day. Parents may use the car-park to pick up their children at this time of the day e.g. 4:30 pm onwards.

In the event of a club being cancelled for any reason parents will be contacted by the school office either by phone or a text message to your mobile.

CONTACTING SCHOOL

The first point of contact at school will be your child's form teacher. They will be able to answer any questions and address any concerns you may have.

If you have information you wish to pass on to school or questions to ask, please telephone the office **(01234 268649) before 1:00pm** and leave a message for the relevant person, usually your child's form teacher. They will return your call if at all possible by the end of the day.

The class teacher may then involve other members of staff if necessary e.g. SENCO or Assistant Head Teacher.

ATTENDANCE

Late arrivals and missed school days are followed up by the School Attendance Officer and Education Welfare Officer.

In case of sickness please telephone the school office on first day of absence and send a note explaining the absence on return to school. A call will be made to you on the first day and any subsequent day of absence unless the school is notified of an absence in advance.

HOLIDAYS IN TERM TIME

Holidays in term time will be unauthorised and will be subject to a Penalty Notice. Planned absence requires permission from the Head Teacher (ask for a form from the school office).

It should be noted that in cases of long term absence, your child may be taken off roll. Their place would then be offered to a child on our waiting list as all year groups are oversubscribed.

ILLNESS IN SCHOOL

If your child feels unwell during the school day we will contact you. Please ensure we have up-to-date contact details.

If your child returns to school after an illness and needs **medication during the school day** parental permission is required. Forms are available from the school office.

Children who have an **ongoing medical condition** where medication or care is required during the school day will be given an appointment to discuss the details and a care plan written (often in conjunction with the school nurse).

Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not to be administered during the school day.

The school will only accept prescribed medicines, provided in the original container as dispensed by a pharmacist, complete with the prescribers instructions for administration and dosage. All medicines will be kept in a locked cabinet in the office. **Parents/Carers must complete the Permission to Administer Medicine form before staff can administer the medicine.**

Staff will not give non-prescribed medicine e.g. paracetamol, to a child unless there is specific prior written permission from parents. **A child under 16 should never be given aspirin or medicine containing ibuprofen unless prescribed by a doctor.**

SCHOOL UNIFORM

We are proud of our school uniform and ask parents to help us **encourage children to wear the correct items**. (see list in pack and school diaries)

The wearing of jewellery is not allowed except for a wrist watch and small, plain stud earrings (which must be removed for PE lessons).

Extreme hairstyles (e.g. patterns cut into hair/coloured hair) **and make-up are not permitted**.

For health and safety reasons **use of aerosol sprays of any kind are strictly forbidden**.

MOBILE PHONES

The school does not allow pupils to carry mobile phones. All phones should be handed into Reception each morning for safekeeping. Each phone must be clearly named.

SCHOOL WEBSITE

<http://www.st-gregorys.beds.sch.uk/> This has lots of useful information and is also used to notify parents in the event of unplanned school closures.

SCHOOL UNIFORM

We expect school uniform to be worn at all times in school and on most outside school visits.

ALL ITEMS OF CLOTHING AND EQUIPMENT MUST BE NAMED

BOYS	
Trousers	Charcoal Grey (school type – not fashion)
Shirt	White
Tie	Maroon/Gold stripe
V Neck Sweatshirt	Maroon with Crest
Socks	Grey or Black
Shoes	Black school type (not canvas)
Summer Term only – Unisex Maroon Polo Shirt with crest	

GIRLS	
Trousers / Skirt	Charcoal Grey (school type – not fashion)
Shirt	White
Tie	Maroon/Gold stripe
V Neck Sweatshirt	Maroon with Crest
Socks/Tights	White Socks or Grey/Black Tights
Shoes	Plain Black Flat Heeled School type (not canvas)
Summer Term only – Unisex Maroon Polo Shirt with crest	

UNISEX P.E. KIT – to be kept in a separate bag	
Rugby/Games Shirt	Long Sleeve Maroon/Black with crest
Sports Polo	Short Sleeve Maroon/Black with crest
Shorts	Black Sports type – no logo
Socks	Black Sports
Football Boots	
Trainers	
Shin Pads	
A gum shield is essential for both boys & girls	

IMPORTANT

UNIFORM IS AVAILABLE TO BUY ONLINE FROM:

www.yourschooluniform.com

We do not stock uniform in school.

Additional Requirements

Each child requires a pencil, pen, 30cm ruler, eraser, basic mathematical equipment, calculator, pencil case and a suitable school bag.