



William Stukeley CE Primary School



Information Leaflet

- Children line up in the playground at 8.45am
- School starts at 8.55am
- School finishes at 3.20pm (Key Stage 1) and 3.25pm (Key Stage 2)
- Please ensure contact numbers are always up to date – any changes, please tell us!
- Please provide more than one contact person in case of emergency
- If there are any changes regarding who is allowed to collect your child from school, please inform the office
- ALL absences must be phoned through to the office by 9.30am (messages can be left on the absence line)
- Children must stay off school for **48 hours** following any episode of vomiting or diarrhoea
- Absences must be followed up in writing, explaining reason for absence
- School meals must be ordered by midnight on Tuesday for meals the following week (log-in details to follow from Willoughby Foods)
- Children (boys and girls) with long hair i.e. below shoulder length; need to ensure their hair is tied back.
- Register for ParentMail, details to follow
- Please only send ONE healthy snack for your child for morning break time;
Fresh or dried fruit e.g. apple, banana, raisins (not fruit winders etc)
Vegetables e.g. carrot sticks
Plain biscuits e.g. rich tea / digestive (not chocolate, cream or jam)
Crackers or plain rice cakes (not cereal bars or crisps)
Water bottles only (not juice / squash)
- Fruit will be provided for Key Stage 1 and will be available during afternoon break
- Please provide details of any medical conditions that we should be aware of (e.g asthma, allergies)
- If your child has asthma, it is important that we have a prescribed inhaler to remain in school in case of an emergency. Please give this to your child's class teacher in a sealed, named container (see Asthma Policy for more information)
- Please ensure that inhalers / epi pens (if required) are always in date and replaced when necessary
- Please ensure that your child has the correct indoor and outdoor PE Kit in school at all times. For reasons of safety, no jewellery, including earrings, may be worn during PE and Games lessons
- Please **NAME ALL** clothing / belongings