



*Be the best you can be, every day.*

## Key Information for Parents - Year 4

### Absence from school

- The school should be notified of all absences by telephoning our absence line or via email to [info@northdowns.surrey.sch.uk](mailto:info@northdowns.surrey.sch.uk)
- If no reason for an absence is received the absence will be recorded as unauthorised.
- If your child is late arriving at school they must enter via the front doors and report to the school office so that the attendance and dinner registers may be marked.

### Beginning and End of the Day

- Arrival times are phased to allow travel between village sites (see below) and children go straight to their classroom on arrival at school.
- Registers will be taken at 9.00am, so please ensure your child is in school by 9.00am at the latest.
- At the end of the school day, all infant children may be collected from outside their classroom at 3pm; all junior children at Brockham will finish at 3.15pm.
- If there are last minute changes to collection arrangements for your child/children please call the office who will inform the class teacher.

### Break-time Snacks

- Each child in the infant department is provided with a piece of fruit or vegetable for their mid-morning snack. Alternatively, children can bring their own healthy snack into school. We do not allow biscuits, sweets, crisps or nuts.
- Children in Year 3 and above should bring in their own healthy snack
- We have adopted a “**Nut Free Policy**” at our school as we have a number of children in the school with nut allergies. For some of our children contact with nuts puts them at severe risk. Therefore, **NO** food products containing nuts should be brought into school.
- Children are encouraged to bring in water bottles but water only please, no juice or squash.

### Communication

- The easiest way to communicate with your child’s class teacher is through the homework diary. However, you may prefer to email. If you don’t have the class teacher’s email please contact the office on [info@northdowns.surrey.sch.uk](mailto:info@northdowns.surrey.sch.uk) and this will be passed on to the relevant teacher.
- Each year group will send home a learning letter fortnightly and copies of these can be found on the school website ([www.northdowns.surrey.sch.uk](http://www.northdowns.surrey.sch.uk)).
- Newsletters are sent home fortnightly and copies of these can also be found on the school website.

### Health and Safety

- If a child has a serious accident at school, we will contact a parent straight away. We deal with minor accidents and parents will be given details when they collect their child.
- An email is always sent when a head injury has taken place and a telephone call made to parents.
- Any allergies should be reported to the class teacher and will be noted on the child’s records. If your child suffers from any medical condition, which requires on-going medication or inhalers, please discuss both the condition and treatment with the staff.
- Children learn best if they are fit and lively. If they are poorly they are unable to give of their

best. If your child has been sick or had a tummy upset **please do not return them to school for 48 hours after symptoms have subsided.**

### Homework

- Daily reading and maths to be recorded in homework diaries.
- Spelling rules to be learnt from lists in diaries.
- 1 English, topic or maths task per week. This will be given out on a **Thursday** and is due in on a **Tuesday**.

### Jewellery

- Necklaces, bracelets and rings of any kind should not be worn in school as they are easily damaged or lost and we cannot be responsible for their security.
- Studs in pierced ears are permissible, but they **must** be removed for P.E. and swimming ideally prior to coming to school. School staff are not permitted to remove them and children cannot participate in the lesson if they are wearing earrings. This is a Surrey County Council ruling.
- Neither nail varnish or tattoos are to be worn at school.

### Medicines

- If your child is taking a course of medication and requires a dose at school, please leave it at the school office where you will be asked to complete a permission form. Without this we are unable to administer any medication.
- Please do not send the medicine into school with your child. It must be brought to and collected from the School Office by an adult.

### PE

- Children should come in to school wearing PE kit/tracksuit bottoms/sweatshirt or PE hoodie on their PE day. We would also appreciate it if children wear North Downs PE kit (purple shorts & white T-shirt)
- PE will be on **Tuesdays and Thursdays**.

### School Uniform Reminders

- School shoes, not trainers should be worn, but shoes should not be open toed or sling-backed for safety reasons.
- Outdoor learning - please provide waterproof, trousers, wellies/walking boots, comfortable trousers and a jumper or fleece. These can be left in school.
- During hot weather children are encouraged to come to school with a sunhat. We would also encourage you to protect your children by applying sunscreen **prior** to coming to school, that protects for at least 5 hours.
- **PLEASE** name everything, including detachable hoods.
- Lost property is kept under the play shed at Brockham and in the entrance to the office at Leigh.

### NDPS Website

- We keep past copies of all letters, newsletters and forms on our website. [www.northdowns.surrey.sch.uk](http://www.northdowns.surrey.sch.uk)
- In addition, you can find the list of forthcoming events and curriculum information.
- Please do check our website regularly as it is a useful resource for information about the school.