

USEFUL INFORMATION FOR PARENTS/CARERS

The guidance notes below are designed to clarify key aspects of the daily routines at Burton Manor Primary School, helping us work together so we can all **reach together for success**. If you need any further information, please feel free to get in touch.

School Hours

We open our school gates at 8.35am and again at 3:00pm. They will be locked between these times to ensure the safety of our children so access will only be possible via our main entrance during these times.

Our school opening times are as follows:

Ducklings – 8.45am – 3.20pm
Nursery – 8.40am – 3.25pm
Reception – 8.45am – 3.15pm
KS1—8.45am – 3.15pm
KS2—8.50am—3.20pm

For Reception, KS1 & KS2, this amounts to **32.5** hours a week.

Please note that dogs are not permitted on site unless they are registered assistance dogs.

Access

Please ensure that your child is on time and ready for the start of the first lesson (see above for start times). Late arrivals into the classroom are disruptive for the children and impact on their learning.

Please make sure you arrive on time to collect your child, and let them know who will be picking them up if you're unable to come yourself. If someone else is collecting on your behalf, they will need to know your password so that we can safely release your child to them. Putting these arrangements in place before the start of the school day helps us safeguard all children and ensures a smooth, secure handover.

Staff are unable to release a child to anyone whose identity is not known to us or who does not have the correct password. These measures are in place to keep all our children safe.

Children on premises before 8.45/8.50am are the responsibility of parents and we request that everyone has left the playground area by 3.30pm.

Parking

Please note our school car park is for staff only. We ask all parents to take great care outside school and to please keep off the zig-zag areas and to be courteous to our neighbours.

Bikes/Scooters

Pupils are allowed to bring bikes/scooters to school on condition they are NOT ridden on school premises otherwise this right will be withdrawn. Also, they are left at the risk to the owner being responsible for any damage or loss.

Attendance

If your child is absent from school, please ring the school office and let us know the reason on the first morning by 9am. Arrivals after your child's start time will be logged by the school office as a late mark. Please see our Attendance Policy on the school website for more information.

Emergency Contacts

It is imperative that we have up to date contact details for you. If circumstances change, please notify school immediately. In the event of your child having an accident and us not being able to contact you, unless you inform us to the contrary, we will assume full parental responsibility and will take the appropriate action, which may include taking your child for emergency medical treatment.

Disclosure of Information

The school cannot disclose information regarding any child through email or over the telephone. Proof of identity and relationship to a child will be needed for a request to be considered. We will also never share details about another child to another parent or carer.

Communication

As a school, we communicate through a variety of different ways. Our main method is via text message so we would appreciate it if you could please make sure we have your correct mobile number. We also have a Parent Facebook Page (search Burton Manor Primary School) as well as our school website. You will find all letters, policies, dates and other key information in the 'Parent Section' of our website.

www.burtonmanor.staffs.sch.uk

All phases have an email address that parents and carers can use for general enquiries as follows

Phase	Email Address
Ducklings (2-year olds)	ducklings@burtonmanor.staffs.sch.uk
Nursery (3 years olds)	nursery@burtonmanor.staffs.sch.uk
Reception Class (Rockets & Racers)	receptionclass@burtonmanor.staffs.sch.uk
All KS1 Classes	KS1@burtonmanor.staffs.sch.uk
All Year 3 & 4 Classes	Year34@burtonmanor.staffs.sch.uk
All Year 5&6 Classes	Year56@burtonmanor.staffs.sch.uk

Parent Partnership

Parents' evenings are held in the Autumn and Spring terms, when you will have the opportunity to discuss your child's progress. Parents' evenings will run on an appointment system where suggestions in which ways to help your child achieve the next level of learning can be provided. Mid-year interim reports will also be sent to you via email to show your child's progress.

There will be opportunities throughout the year to visit your child's classroom to view their work alongside them during our learning week.

At the end of the summer term a full written report, outlining your child's progress, will be sent home.

If you wish to discuss your child's progress at any other time, please email the phase (see above) who will arrange to discuss this with you at a convenient time.

School Closure

In the event the school has to close you will be notified by text and information will also be available on the county councils school closure website.

School Uniform

A full list of our uniform is available on our school website. Please note, our uniform is available from Crested Schoolwear.

Please ensure that all clothes and belongings are named. This will help to reduce the amount of lost property within the school. If you use a biro please check regularly as it washes out and becomes difficult to read.

We also operate a Swap Shop for uniform where good clothing can be exchanged.

Medicines

We request that medication is taken at home. If your child requires medicine in the daytime, we would allow you/nominated adult to administer it at lunchtime. In exceptional circumstances, a named member of staff will administer medicine after completion of the relevant forms (available from the school office).

Medical Conditions and Allergies

If your child has asthma, a clearly labelled, in-date inhaler must be provided for use in school and kept readily accessible at all times.

If your child has been diagnosed with an allergy requiring emergency medication, such as an adrenaline auto-injector (EpiPen, Jext or Emerade) or antihistamine medication, parents/carers must ensure that the prescribed medication is provided to school, is in date and is replaced before its expiry date.

In line with the Department for Education's Allergy Safety in Schools guidance, parents/carers must inform the school of any allergies or medical conditions and provide up-to-date medical information and healthcare plans where required. This helps us to ensure that appropriate support, risk assessments and emergency procedures are in place to keep children safe.

Illnesses

The following guidelines may be of use to you when returning your child to school after illness:

Illness	Minimum period of exclusion
Diarrhoea	Until clinically fit with no diarrhoea for at least 48 hours
Vomiting	Until clinically fit with no vomiting for at least 48 hours
Chicken Pox	5 days from onset of rash
Conjunctivitis	Until treatment has begun & inflammation has started to resolve
Slapped Cheek	Until clinically well-rash does not indicate infectivity
German Measles	5 days from appearance of rash
Influenza	Until clinically well
Measles	5 days from onset of rash
Mumps	Until swelling has subsided-5 days from onset of swelling glands
Whooping cough	5 days after commencing antibiotics
Worms	Until treated-may return to school with strict hand washing
Impetigo	Until the lesions have crusted or healed-treatment effective

Health

Your child will be seen by the school nurse for routine measurements, including eyesight and hearing tests. We ask you to inspect your child's head once a week and more often if there is an occurrence of head lice in the school and, if necessary, use the recommended treatments.

Dinner Money

The school runs a daily order system for school dinners. We require payments to be made in advance of the meal taken via Parentpay. All children in Reception and KS1 are currently in receipt of a free school lunch as agreed by government.

Healthy Eating (including lunch boxes)

Burton Manor is a healthy school. In order to promote this, children are not permitted to eat unhealthy snacks at break time such as sweets or crisps etc. Children in Nursery, Reception and KS1 are provided with free fruit each day. We also provide a tuck shop at morning break time where children in KS1 & KS2 can purchase healthy snacks at a very low cost.

We would encourage all children bring a healthy lunchbox to school. A balanced lunch helps support their learning and wellbeing throughout the day.

Please note: *For safety reasons, flasks containing hot food are not permitted in school. This is to prevent accidents and ensure food safety.*

We are also a **NUT FREE** school as we do have a number of children who have allergies to nuts.

Water

Children should bring their own water bottle. The bottles should contain water, be of a reasonable size and have a sports-type top so that spillages are reduced as much as possible. They can refill them at a number of filtered water machines around the school. These bottles will require a good wash out at home at least once a week.

Extreme Weather

During colder weather, please ensure your child is dressed appropriately. We recommend an extra layer, such as a vest or T-shirt, underneath their uniform. Children may wear wellies or other suitable outdoor footwear for arrival and then change into their school shoes once inside.

It is essential that every child brings a coat. For health and safety reasons, children will not be permitted to go outside if staff feel their clothing or footwear is unsuitable for the conditions.

During the warmer weather, we would recommend parents/carers use Once-A-Day/ 24-hour sun cream protection as the children will sometimes be outside in the afternoon e.g. for PE lessons. Please note that staff are not permitted to apply sun cream.

Sun hats are also recommended however, please note sun glasses are not permitted in school.

Jewellery

Pupils are requested not to wear jewellery in school for Health and Safety reasons. Those pupils who have pierced ears may wear small studs; however, these must be removed for PE and games lessons by the child themselves as staff are not permitted to do this. Covering by plasters is not allowed by the Local Authority. Due to ear studs having to be initially left in the ear before removal, we ask that you consider when the ear piercing happens and suggest the summer holidays for this. Watches may be worn (being removed for activities) but the school cannot accept responsibility for the loss of any watches or jewellery.

Party Invitations

We often find, particularly with younger children, that party invitations given out at school can be extremely upsetting to some children if they have not been invited to the party. We would therefore request that arrangements for out of school are dealt with by yourselves.

Toys (including fidget toys)

Children are not permitted to bring toys into school, including fidget toys. These items can easily become distracting during lessons and cause unnecessary upset if they are lost or broken. Our aim is to maintain a calm, focused learning environment where all children can do their best. If a child requires specific resources to support additional needs, they will be supported appropriately through agreed arrangements with our SENDCo and school staff.

Safari Club

This facility operates between 8.00am-8.50am and 3.15pm-6.00pm each weekday. Holiday club is also available during school holidays with morning and afternoon or all day sessions – advanced booking is required.

PTFA

Our PTFA work exceptionally hard to organise events that raise money to enhance provision for our children's learning. New faces are always welcome-even though you may not be able to spare much time, all contributions are valued. If you can help, please notify the school office.