

Primary School FAQ - Information for Parents

The following information may be helpful to you, especially if your child is just starting in the primary school. **The Lower Primary school** is located in the corner of the car park on The Crescent in between the surgery and the library, and includes K5 (Reception) – yr3. **The Upper Primary building** is located in St John's Church Hall, on Forge Road and includes yr 4-6. The Senior Teacher for both buildings is Mrs Metheringham.

1. What are the timings of the primary school day?

The primary school day begins at 8.30am and ends at 3.00pm. The doors will be open at 8:15am. Please accompany your child to the main school gate and do not leave children unattended on the school grounds or in the busy car park.

Due to the large number of cars which use the car park at drop off and collection times, we would like to ask that you observe an unofficial one-way system when you drive to the village car park. From the main road, please turn down Ffwrwm Road, then turn left to the car park. When leaving the car park, please turn left then use Forge Road to get to the main road. This would greatly help to manage the volume of traffic in Machen during school run times.

Break time is from 10:30am- 11:00am And lunchtime is from 12.30pm-1.15pm.

2. What should I do if my child is late?

Please notify the school office (01633 441 582) as soon as possible. Registration in the primary school ends at 9:15am. Any student arriving after this point should use the sign in sheet/book in their building..

3. What are the arrangements for dismissal?

Children are dismissed to an approved adult at the end of the school day at 3:00pm.

The **Upper Primary children** will be walked down to the car park of the Royal British Legion which is adjacent to the village car park. Please collect your child from here, entering the car park from the Forge Road side and exiting by the steps into the main car park. Collect all children from yrs 4-6 before collecting any younger children.

The **Lower Primary children** will be dismissed from their building. Please use the gate at the far end of our play yard ('Strawberry Fields') and wait to collect your child in the astroturf area. The children will be dismissed to you at the front of the yard. Exit through the green gate by the library.

Please do not allow your child to play unsupervised in or near the car park.

Please be prompt in picking up your child as they will need to be supervised by staff until you arrive. We would ask you to let the school know if someone else is picking up your child. We cannot take the child's word for who is picking them up.

4. What do students need to bring for lunch? Can students use the kitchen?

All pupils require a packed lunch each day, and a small snack for morning break.

We encourage healthy eating but do not make any requirements for this. Pupils should bring a water

bottle, especially on days when we have sports sessions. Please note that staff cannot heat up meals for the children.

5. Where do students keep their bags, coats etc?

Students have access to coat hooks and space to put their bags, but due to lack of space we encourage students to limit themselves to one school bag if possible.

6. Do I need to buy any textbooks?

Primary school do not require parents to buy text or exercise books for the children. All textbooks for Year 5-6 are the property of school, and should be returned in good condition once the course is completed. Pupils are told to write their name in pencil on the inside of the book, and the number of the book will also be recorded by teachers. All textbooks not returned at the end of the year will incur a standard charge of £10 per textbook to cover the cost of replacement.

7. What is the procedure for sports lessons?

Every Friday afternoon, all primary children have Sports at the recreation field in Machen. Please pick your child up from the field at 3:00pm. An email will be sent to parents if this session is cancelled due to bad weather. In this case, dismissal will be as usual.

8. What equipment do students need to have?

All stationery is provided for children in K5-yr4.

Children in yr5-6 will need to bring in their own stationery equipment and are required to have at least the following equipment in every lesson: a pencil case (preferably clear), 2 black pens, 1 blue pen, 2 sharpened pencils, a 6 inch ruler and a rubber. In addition, it would be beneficial for pupils to have scissors, glue sticks and coloured pencils.

9. Where can I find lost property?

Unlabelled lost property is put into the lost property boxes in the foyer. At the end of each term if it remains unclaimed then it is usually donated to charity or thrown away. **We would therefore ask parents to label your children's clothes and possessions.** In particular, we would recommend labelling jumpers, coats, drinks bottles, asthma pumps, pencil cases and lunch boxes.

10. Where is the procedure for homework?

Each class has a different procedure for homework which will usually involve reading and spelling. Class teachers will let parents know at the beginning of term what homework is required in each class. What do I do if my child is absent?

The primary school absence procedure is exactly the same as the rest of the school. Primary school parents should contact the school if a child is ill and provide a short note on your child's return to school. It is the primary school's policy to phone parents if a child is absent without explanation. This is to ensure that parents are aware that their child is not in school.

11. Is there anything on the school website for primary school parents?

All key dates for primary school are found on the school website as well as the school uniform policy.

12. What is the primary school procedure on the use of mobile phones?

Primary school children are not permitted to bring mobile phones to school or on school trips.

13. Can my child bring medicine to school?

As is the procedure for the rest of the school, primary school staff cannot dispense medication. If your child requires medicine during the school day, we ask that you arrange for an approved adult to come into school to administer the medicine. Please let the class teacher know about these arrangements.

Children in K5-yr4 are not permitted to bring any medication into school except for emergency medicines such as Asthma pumps and EpiPens.

Yr 5-6 students are only allowed to bring non-emergency medication into school with parental consent, and should only bring in medication sufficient for that day. Parental consent should be sent in as a note for the teacher along with the details as the quantity of medication. E.g. "Two paracetamol to be taken at lunchtime". Children will not be allowed to take medication unless a note has been sent to the teacher. Please do not send in full packets of medication.

Please make sure your child's class teacher knows about any emergency medication your child may have, how it is to be used and if your child has a health care plan.

14. What are Housepoints? How do students use them?

As in other parts of the school, students are rewarded with housepoints both for academic achievements and good behaviour. These can then be "spent" on various rewards. Some primary students may also use their housepoints to "buy" non-uniform days, but these should always be **agreed beforehand** with class teachers.

To encourage team work and grow community, house teams also have prizes at the end of term for the highest scoring house team and for the best cleaning team.

15. When are Parents Consultations?

Parent consultations usually take place in November. The class teacher will contact you to arrange a suitable time for this. School reports are sent out in June.

16. How should I contact primary school staff?

As a school we firmly believe in working with parents, so if you ever have questions or concerns, please don't hesitate to contact us! Please phone or email the school office to pass on any messages or to request a phone call or meeting with your child's class teacher. Please do not contact teachers about school related issues outside of school hours.