

Notes for Parents of New Admissions

These notes are intended for parents of all children who are new. Welcome to North Ealing Primary School.

School Times

Nursery Classes

Morning: 8.45 - 11.45am

Afternoon: 12.15 - 3.15pm.

Reception - 8.50 am – 3.10pm

Key Stage 1 and Key stage 2

8.55am – 3.15pm

Start arrangements

Reception, Year 1 and Year 2 are invited into class from 8.45am

Year 3, 4, 5 and 6 are asked to line up at 8.50am

Late slips will be issued from 8.55am

No child should be left in the playground before 8.40am

Breakfast/After School Club – A breakfast and afterschool club is provided by ‘Children’s House’. This is located in the school house next to the Pitshanger Lane entrance. You will need to complete a registration form available from the school office. There is a charge for this service.

School Gates

The Pitshanger gate and the Summerfield Road gate will be open for morning drop off and afternoon pick up. Between the hours of 9.15am – 3.00pm if you wish to access the school you can only use the Pitshanger gate. **Nursery parents should use the Summerfield Road gate at all times.**

Cars - ***please walk to school if you possibly can.*** There is no onsite parking. Please do not park on Pitshanger Lane (a busy road) or in Woodbury Park Road or Summerfield Road (cul-de-sacs). There are many side roads within easy walking distance of the school. Those extra few minutes may help to avoid a serious accident to one of our pupils and will allow you to arrive safely.

Access to the School Office - The internal Link door is closed at the busiest time of the day (8.50am – 9.05am). There is no general access between the playgrounds via the Link. The office should be accessed from the Pitshanger Lane entrance. If you are dropping off children in different year groups then you will need to walk around the *outside* of the school building.

SECURITY - ALL VISITORS ARE REQUESTED TO VISIT THE SCHOOL OFFICE ON ARRIVAL IN ORDER TO SIGN IN.

Dropping off items during the school day - please encourage your child to be responsible for their own belongings. We ask that you ensure all your children's items are with them at the *beginning* of the school day. Items that arrive late cause disruptions to the learning time. **Regretfully the school office can only accept lunch boxes and swimming kits.**

Reporting absences - please phone/text or email us to let us know on each day of absence. *If your child walks to school alone, please inform us by 9.00 a.m. on the first day of absence.* Should you need to collect your child from school for any reason during school hours, please report to the school office so that your child may be signed out and the attendance register amended. Similarly, this procedure needs to be followed when returning your child to school during the course of the school day.

Medical/Dental Appointments - all non-urgent medical/dental appointments should be arranged outside of school time. Medical appointments will be recorded.

Special Leave - Parents should ONLY arrange their holidays during school breaks. We are no longer able to grant any in term leave apart from for exceptional and documented circumstances. **A special leave request form is available from the School Office and must be completed before any leave is taken.**

PLEASE NOTE THAT ABSENCE TAKEN WHICH HAS NOT BEEN AUTHORISED COULD BE LIABLE FOR A FIXED PENALTY FINE BY THE LOCAL AUTHORITY AND THAT EXTENDED ABSENCES WITHOUT PERMISSION MAY PUT YOUR CHILD'S PLACE AT NORTH EALING PRIMARY SCHOOL AT RISK.

School Dinners - Please contact Harrison's Catering direct: 0208 280 0318. You can also register online: www.ealingmeals.co.uk

Free School Meals - Since September 2014 Pupils in Reception, Year 1 and Year 2 are automatically entitled to FREE SCHOOL MEALS.

School Funding - If your family have an annual income of less than £16,190 the school can receive extra funding known as 'Pupil Premium'. Please let the school office know or contact Ealing Free School Meals: 0208 825 5566. This money is vital to the school budget.

Email addresses/Mobile Numbers - Please ensure we have a correct email address and mobile number for you. North Ealing is a paper-free school. We will use your **mobile number** and **email address** to communicate important information with you such as newsletters, school trip letters and school closure notifications.

Communicating with parent/carers - Newsletters are sent by email to all parent/carers every half term. Your child will be given a home/school contact book in class to communicate with teachers. Parent consultation evenings are arranged termly. Children receive a school report annually in the summer term.

Changes of Circumstances - please let the school know of any changes concerning your place of work, address, family circumstances and GP as we may need to make contact in case of an emergency.

Health Issues - Please let the school know if your child has any health issues. In Reception all children will be invited to have a hearing test and have their weight and height recorded with the School Nurse. All parents will receive advance notice and permission will be sought.

Infectious and contagious diseases have to be reported to the District Health Authority. When your doctor has confirmed that your child is suffering from one of the following, it is important to let us know as soon as possible: *scarlet fever, diphtheria, typhoid, dysentery*.

Do not bring your child back into school for 48 hours after sickness and/or diarrhoea, even if they appear to be well.

Medicines - please note that we are only able to dispense medicines **prescribed by your GP**. If you wish us to administer prescribed medicines to your child you should complete the "Parental Agreement for School to Administer Medicine" form (available from the school office) on the first day your child needs it. We ask that all such medicines are clearly labelled with your child's name and the correct dosage. Only First Aiders dispense medicines from the medical room. Children should not have medicines for self-treatment in their school bags. Non-prescribed medicines should be dispensed by parents themselves.

Asthma / Epipens - North Ealing is an Asthma friendly school. Please notify the **school office** if your child has asthma or any allergies. You will be asked to complete a form and provide prescribed medication.

These recommendations are in accordance with the Ealing Schools Service "Every Child Matters in Ealing" document entitled: Guidelines and Code of Practice on The Administration of Medicines and Drugs Given in Schools - September 2013 (currently under review).

Fruit Break - Children in the Early Years Foundation Stage and Key Stage 1 are provided with a fruit break as part of the NHS School Fruit and Vegetable Scheme (SFVS). Children in Key Stage 2 are allowed to bring their own fruit. ***Please name the containers.*** For safety reasons, glass containers and tins are not allowed.

Healthy Eating - ***NUTS OF ANY KIND ARE NOT PERMITTED IN SCHOOL.*** Sweets/chocolate are not allowed in school either and we ask that they are not included in packed lunches. Drinks should be in plastic containers/flasks or cartons. No glass or tins, for safety reasons. Pupils bring uneaten items home so that you can keep a check on their diet.

School Uniform - See the Uniform List in the Welcome Pack. The basic items are obtainable in most large stores, except for items with the school logo which may be purchased from **Juniper located in West Ealing**. We encourage pupils to wear sun hats during the summer and apply sun cream before school.

Labelling - please name every item of clothing and footwear. Lost property is located next to the school office. Unclaimed items are disposed of termly.

Bicycles/Scooters - Pupils are allowed to bring bicycles into school. Bicycles should be pushed whilst on the school site and pupils can secure them in our bicycle rack. Scooters are also allowed, however should never be ridden on the school site. **All items are left at your own risk.**

Leaving School - should your child leave North Ealing School, please contact our school office and complete a Leavers Form. We will need details of the next school and your contact details.