

# Parents' Handbook



**Alton Infant School**  
*Sowing the seeds of learning*

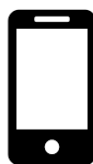
We pride ourselves on being welcoming and friendly so if there is anything you are not sure of, or if there is a problem, please do not hesitate to talk to us.

## COMMUNICATION

We communicate most information by e-mail, ClassDojo, or phone so it is VITAL that we have up to date information from you.



**ClassDojo**



School Website

[www.alton-inf.hants.sch.uk](http://www.alton-inf.hants.sch.uk)



**Alton Infant School**

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## THE SCHOOL DAY



Gates open            8.40am

Morning Session: -            8.45am–12.00pm (Yr. R) 8.45am–12.15pm (Yr. 1&2)

Afternoon Session: -            1.15pm – 3.15 pm

Teachers will open classroom doors at 8.45am. You may use this time to have a quick word with the adult on the playground/gate. If you need a longer discussion, please make an appointment for a mutually convenient time with the class teacher. Please do not leave children unsupervised on the school grounds before they have been seen into school.

School finishes at 3.15 pm.

Your class teachers will bring your child to their class door ready for collection.

Please phone if you know you are going to be late or if someone else is collecting your child. If you know in advance, please leave details in the 'Going Home Book' available with adults on the morning at drop off time. We will not allow any child home with any adult unless a parent/carer has notified us of the change.



## **ATTENDANCE AND PUNCTUALITY**

The school is required to submit absence returns to Hampshire County Council and the DFE on a termly basis. Any child who has less than 90% attendance will automatically be considered a cause for concern and further steps may need to be taken. It is very easy to run up 10% absence if children are taking regular days off school.

Persistent absence has a negative effect on children's learning and friendships. Please help us to do the very best for your child by ensuring that s/he attends school on a regular basis.

Thank you for your support.



If your child is unwell, please telephone the Office (01420 83857) by 9.30am. A message can be left on our answerphone. Please do not report absences via Class Dojo.

Please give a specific reason for absence and not simply a message that says they are 'ill'. The school will contact you on the first day of absence if we have not heard from you.



Children should ONLY be kept off school if they are unwell or have a medical appointment, as even short absences from school can cause children to miss vital

teaching time. Please try to make dentist and non-urgent doctors' appointments at the end of the school day or during the school holidays.

It is essential for successful learning that children arrive at school on time. Not only can they become embarrassed by a late arrival but they may miss information about the day and some or all of their phonics lesson / small group work session. Lateness after 9.15am will be recorded as an **Unauthorised Absence** and count towards a penalty notice.


### **Leave of Absence**

Government guidance means that children will not be authorised to take holidays in term time. A leave of absence form is available from the school office. Please request a form or speak to Mr Mead, Headteacher, if you need to take your child out of school. Permission will only be granted in **exceptional circumstances**. 10 sessions/5 days of any unauthorised absence will incur a Penalty Notice - £60.00 per child per parent.

### **Payments to School**

Occasionally you may need to make payments to school for a trip or breakfast club. We are a cashless school and use Scopay for all of our online payments. A letter will be given to you to show you how to set this up.

#### **BREAKFAST CLUB**

<p>Breakfast Club</p>  <p>Alton Infant School</p>	<p>Every day 7.45am – 8.45am in the Community Room. £5 per session.</p>	<p>Information from Office 01420 83857</p>
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## **Breakfast Club Payments**

You can make payment for Breakfast Club via the Scopay App. If you need a Scopay letter to sign up, please contact the office.

We also ask that Breakfast Club is paid during the week in which they attend or preferably pay in advance

## **Free School Meals**

**All infant age children are entitled to a Free School Meal.** Our meals are cooked and provided by Caterlink. For more information click the link below.

<https://caterlinkltd.co.uk>

## **Important notice: Pupil Premium Funding**

The school receives additional funding for children who are eligible for free school meal/Pupil Premium money. If you are in receipt of one of the following, your child might be eligible for this additional funding. This entitles your child to extra curriculum support, educational resources, school trips and other valuable resources that will make a real difference to their education:

- **Income Support**
- **Job Seeker's Allowance**
- **Child Tax Credit**

If your result comes back 'found', this means your child is eligible for free school meals and the system automatically tells your school. Please ask the school office for further information.

## **Packed Lunch**

Children may bring a packed lunch but we have a NO NUTS OR NUT PRODUCT policy.

We also ask that children do not bring sweets or fizzy drinks.

## Uniform Sales

The school holds a supply of new and good quality pre-loved uniform with our school logo on, this includes, sweatshirts, cardigans and PE T-shirts.

Before your child starts school there will be an opportunity to view these items and place an order.



## PE Kit

Your child needs shorts, red T shirt and plimsolls or trainers in a named bag.

**Earrings must be removed or covered with surgical tape on PE days, and other jewellery must not be worn to school at any time.**

Please name all your child's clothing – **including PE kit.**

Sew in labels are time consuming – but they are the best!

If you write your child's name in pen, please remember to check occasionally that it can still be seen.



## TRAVEL/Parking Permits

### Parking

We like to encourage everyone to walk to school. However, we do realise that this is not always possible because of distance from school or work commitments. Because of this, and because of the difficulties parking around the school, we have set up a Park and Stride scheme with East Hants District Council which allows limited FREE use of Victoria Road Car Park – a few minutes' walk from school. If you would like more details please ask at the Office and we can issue you an Alton Infant School permit.



Scooter pegs are available on both playgrounds.

### Birthdays

Birthdays are very exciting when you are 5, 6 and 7 years old and we understand that children like to share their birthday with their friends in school. We realise that buying sweets or cake for the children in the class is a kind gesture, but we **do not** allow this as so many children have allergies and we are encouraging healthy eating choices. We would like to offer an alternative which would be a more permanent reminder of that special day. Why not buy a book for your child's class.



## Health and Medicines




The school needs to know if your child has an infectious illness. The Headteacher has the final responsibility for deciding when a child may return to school after an infectious illness. If you are unsure how long to keep your child off school, you can get advice from the school office.

The school is only able to administer medicine if it's **prescribed** and **4 times a day**. Medicines must be handed to the Admin Office and an authorisation form must also be signed.

Children who suffer from asthma should keep a blue inhaler in school, clearly marked with the child's name. You will need to complete a consent form giving details of dosage and frequency of use.

**IT IS ESSENTIAL THAT YOU LET US KNOW IMMEDIATELY OF ANY CHANGES IN YOUR EMERGENCY CONTACT NUMBERS.**

<p>After School Activity Club</p> 	<p>Every day at Anstey Juniors for all children. Staff from AIS lead a walking bus to Anstey Junior Please enquire at Anstey Junior School for further details.</p>	<p>Phone 01420 84486</p>
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