

## Frequently Asked Questions

### ***How do I contact someone if I need to speak to them?***

- If you need to speak to your child's teacher, you can let them know at the beginning of the day or at pick up time. Pick up time is preferable as in the morning they will be settling in the children. If it is something that needs more than a few minutes, agree with the teacher a time that is suitable. If you are not able to speak to the teacher in person, you can leave a note in your child's reading journal or leave a message at the office and the teacher will get back to you. This will most likely be after school hours.
- If you need to speak to the Headteacher or another member of the senior management team, it is best to leave a message at the office.

### ***What if my child has a hospital or other medical appointment?***

- If a term-time appointment is unavoidable, please let both your child's teacher and the office know about this appointment as soon as you know about it. The office will ask you for your appointment letter in the case of a hospital appointment.

### ***What do I do if my child has conjunctivitis, ring worm, impetigo, tape worm, chicken pox, has vomited or had diarrhoea within the last 24 hours or other infections condition?***

- Please let both your child's teacher and the office know.
- Depending on how infectious the condition is, it may be that your child will not be able to come into school until treated (but not necessarily cured). The office will be able to advise you.

### ***What do I do if my child has nits?***

- Nits are a fact of life in primary schools, so please let your child's teacher know if you discover nits. Do not keep your child off school.
- All parents will be informed via a standard letter that there is a case of nits in their child's class and urging them to check their children's hair thoroughly and treat if necessary.
- Information about how to treat and prevent nits can be found on the NHS Choices website: <http://www.nhs.uk/Conditions/Head-lice/Pages/Introduction.aspx>

### ***What do I do if I have arranged a play date for my child?***

- Your child's safety is paramount. Please let your child's teacher or TA know who will be collecting your child, even if this is a known parent. You can tell the teacher/TA personally or via a message from the office.
- If we do not know of any arrangement, we will not let your child go until we confirm the arrangements with you by phone.
- This is the same if someone other than the person who usually collects your child wants to collect them.

### ***Are younger siblings allowed to come on school trips?***

- This depends on the nature of the trip (panto, seaside, park trip) and then the number of adults accompanying us on those trips. In Reception, the minimum ratio of children to adults is 3:1. If we do not have enough adults to help then the trip cannot take place. If we have just the right ratio, then we do not have a capacity to allow siblings. If there are enough adults and bringing a sibling is permitted, then you will be responsible for your child and their sibling but no other child.
- Please ask your child's teacher or Emanuela, the Assistant Head - Early Phase prior to any trip.

### ***Is there a PE kit?***

- There is no PE kit in Reception as children do not need to change for their 'Physical Friday' activities. The most they will be required to do is to take their shoes and socks off.
- Having said that, children have access to climbing, running and other physical activities every day. Please ensure that your children are wearing clothes and shoes that will enable them to engage in these activities comfortably and safely, especially on Fridays, e.g. shoes that are easy to climb and run in.

### ***Do I need to keep a set of spare clothes at school for my child?***

- We have a limited number of items of clothing that we can change children into if needed. However, sometimes children prefer to have their own clothes to change into if they have an accident. You can leave a bag of spare clothes on your child's peg without having to take it home every day.
- If your child is given clothes from school to change into, please make sure that you return these to school.

### ***Can I switch to packed lunches from school dinners and vice versa?***

- Yes but this can only be done half-termly.

***Can I bring in something to celebrate my child's birthday?***

- Yes, treats are permitted but please speak to your class teacher so that s/he can let you know if there are any food allergies or intolerances that you will need to take into account. We also encourage healthy treats.
- If you do bring in cake, please ensure that it is already cut up and that you provide napkins to wrap the individual slices in. The end of the day is very busy for teachers and TAs, so it is much appreciated if you do as much as you can to help us.
- Remember we are a NUT FREE school, so anything that is brought in must be nut free.

***Can I give the teacher or TA party invitations to hand out?***

- Only if they are for the whole class.

***When are the gates opened and closed in the morning and in the afternoon?***

- The main gate is opened at 8.30am and the back gate (those closest to Nursery and Reception) is opened at 8.40am. There is a member of staff overseeing the main playground from 8.30am. Please remember that children from Nursery to Year 2 must be handed over to their teacher by a responsible adult.
- The back gate is closed promptly at 9.05am and at 3.45pm. The main gate is closed at about 9.10 am and 3.45pm. We request that if possible you leave the premises by those times unless you have other business at school.

***What are the rules of the playground before and after school?***

- Scooting and cycling are not permitted on the school grounds. Please remind your children to get off their scooters and bicycles when they enter the school grounds.
- Children are not permitted to use the climbing frames before and after school as these are for use at playtime and lunchtime.
- While you are waiting for your child's classroom to open, please do not allow your children or siblings to play with the resources and activities set up in our outside area. This is your child's outside classroom and the activities have been set up with learning intentions in mind. It delays getting started with our learning if we have to set things up again and look for the resources.

*If you have any other questions do not hesitate to ask your child's teacher or Emanuela. If you think there are other questions that should be added to this list, please let us know!*



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by Parents New to Kilmorie

