

## **INFORMATION FOR PARENTS SEPTEMBER 2015**

### School times

School starts at 8.20am and finishes at 3.00pm. Please ensure that your child arrives on time (not before 8.00am) and is collected promptly at 3.00pm unless travelling by bus. Car parking will be an issue at this time of day. Please bear this in mind.

### Communication

All pupils are provided with planners. Please look at and sign your child's planner each week, noting their set homework and any rewards and sanctions.

Horizon is our school newsletter which is published weekly online.

Email: [Office@bredon.worcs.sch.uk](mailto:Office@bredon.worcs.sch.uk) (Emails for tutors will be forwarded to appropriate tutors by the school office).

Year 6 Coordination – [Cmatthews@bredon.worcs.sch.uk](mailto:Cmatthews@bredon.worcs.sch.uk)

### Contact with home

Parents/carers should provide an active email account and must provide an emergency contact number. This should be the phone number of the parent/carer who can be contacted by the school most easily.

### Lunches

Menus are available on line. Payment can be made on the day but preferably made on line. There is a range of hot and cold food, baguettes, pasta pots, vegetarian options and salad accompaniments.

## Buses

Seat belts are checked prior to students leaving school on buses in the afternoon. Pupils are obliged to remain seated and belted until their stop. Conduct at bus stops remains the responsibility of parents. Certain buses are public buses and members of the public often travel on these buses. These buses may be busy and parents should be aware that their child may not have a seat on the journey.

## Mobile phones

Mobile phones are not to be used in school but must be clearly labelled and left with the office on entry to school. Pupils found deliberately breaking this rule will have their phone confiscated and it will be retained by the office until a parent is able to collect it.

## Absence from school

Please telephone school as soon as possible on first day of absence – messages will be picked up. Alternatively, please email stating child's name in the subject of the email and provide a reason for absence.

## Medication

Auto inject pens and inhalers must be in date. All medication must be clearly labelled and handed to the office. Students are not permitted to carry medication other than auto inject pens or inhalers with them. A named duplicate inhaler should be provided to be kept in the school office as a backup. Staff cannot give any medication unless consent has been given. A form can be downloaded on the school website.

## Procedure regarding illness whilst at school

Pupils who feel generally unwell during the course of the day (non-emergency cases) may contact the office for assistance. Pupils will be seen by a member of the senior leadership team before a phone call is made home.

## Lockers

Pupils will be provided with a locker. Please help them by provided your child with a key ring so keys do not go missing. Cost of replacement key - £5.00.

## Haircuts and jewellery

Longer hair must be completely tied back at all times. This applies to both male and female pupils. Haircuts must not be extreme (no shaved sections, spiky cuts, unnatural colour). Only simple gold/silver stud earrings are permitted jewellery.

## Music lessons by visiting teachers

Lessons are available on many different instruments. Please complete the form before the end of the current term.

## Homework

Your child's homework can be accessed on [www.Showmyhomework.co.uk](http://www.Showmyhomework.co.uk) – all pupils will be given a logon in the first couple of weeks. This is not intended as a replacement for pupils using their planners – ALL pupils are expected to record ALL homework in planners. Showmyhomework.co.uk exists as a back up device.

## Safe use of social networking sites and the internet outside school

Please be aware that the minimum age for using Snapchat, Instagram, Facebook, Twitter etc is 13. We recommend that your monitor your child's use of such sites very carefully and very regularly. We are unable to be involved as mediators in issues involving social media outside school. We hold annual internet safety talks for both pupils and parents.