



MALCOLM SARGENT PRIMARY SCHOOL

Love To Learn

NEW PARENTS FREQUENTLY ASKED QUESTIONS

Hot Lunches

- Lunches are provided by Dolce, with ordering and payments managed by its online software called SchoolGrid
- Children who are in FS, Y1 or Y2 are entitled to a free meal daily during term time under the Universal Infant Free School Meal (UIFSM) scheme
- Parents of children in Y3-6 can order a hot meal weekly in advance at a cost of £2.40 per day
- Orders and payments (by card or direct debit) are made online via SchoolGrid by 0855 on the morning the food is required
- Caterers are used catering for special diets ie gluten/dairy free
- We are not a nut-free school but have some children in school who suffer from nut allergies; please avoid packing nuts as snacks or into lunch boxes
- Packed lunches provided by parents should not contain chocolate bars, fizzy drinks or sweets
- Registration information for SchoolGrid is automatically sent to every new parent
- Help for SchoolGrid issues on 01506 300310 or support@schoolgrid.co.uk
- Help for Dolce issues on 01942 707709 or customercare@dolce.co.uk

Milk

- Milk is provided by Cool Milk
- Free of charge to under 5s
- Order by phone or via website – it is not an automatic order as you will need to register your child
- Pay immediately invoice received otherwise milk cancelled
- Chargeable from 5th birthday
- www.coolmilk.com/parents
- Online code for our school is S1006384
- Telephone number is 0333 400 1199

Absences

- Absences must be reported as early in the morning as possible
- Answerphone available on main school phone number
- If no absence message received, we will call all contacts in priority order to ensure the child is safe
- If the child is ill and not likely to be in for more than a day, please give us

estimated number of days that he/she will be off

- Children can always come in if they feel well enough (except in cases of vomiting or diarrhoea where the 48-hour rule applies)
- Guidance available from the School Nursing Service and Public Health England
- If your child needs a medical or dental appointment, please try and make these during the school holidays to save their attendance being affected (some GPs now offer Saturday appointments)
- If you need an emergency medical or dental appointment for your child, please try and make it after school or at the end of the school day, or during their lunch hour

Collecting/Dropping Off Children

- If you drop off or collect your child outside the designated times, you must do this via the school office
- No children on school grounds before the gates are opened
- Notify the teacher if anyone other than normal is collecting child **via the planner the previous day. Please try to avoid calling the office after 1300 to pass on messages for changes in collection arrangements other than in a last minute emergency.**
- Signing your child in/out of school must be completed via the InVentry digital visitor management system at the office (staff will be available to assist you with this)
- The InVentry system has been installed to enhance our already strict safeguarding procedures and is used to:
 - Provide live data for fire evacuation drills
 - Provide photographic ID badges for visitors who do not have an ID lanyard
 - Capture photographic evidence of adults collecting children during school hours
 - Ensure visitors read and agree to school procedures
 - Provide accurate and reportable information, including the reason, about late arrivals and early departures
 - Replace the paper signing in/out sheets
- The InVentry system is not available for Acorn children attending breakfast, after-school or holiday clubs

Admissions

- Admission forms to be completed and returned to school prior to child joining
- Birth certificates/passports required for new FS children or for their first registration at a school

Fruit

- Free piece of fruit per day for FS and KS1 pupils
- Eaten at snack time (usually mid-morning), with milk if ordered so that children will eat another piece of fruit at lunchtime
- Examples are bananas, apples, pears, oranges, carrots, tomatoes

Communication

- Via Parentmail PMX to save paper/costs including online forms for permissions etc
- Letters posted onto the website under Parents>Recent Letters within 48 hours of being emailed
- Write messages in your child's planner for your child's teacher or teaching assistant
- After school (not at drop off as teachers will already be engaging with children) for quick chat with staff, or a longer appointment can be arranged at a mutually convenient time via the school office
- Follow us on Facebook to keep up with all our daily news!

Website

- www.malcolmsargentschool.co.uk

Uniform and Kit

- Supplier is Shotbowl from Market Deeping
- PE kit – leave it in school in drawstring bag
- All PE kits are sent home automatically at the end of each half term
- Children need some sort of bookbag (and pencil case from Y1) but no other stationery as everything they need will be provided by the school
- All items to be named please – named items will be returned to the child
- Un-named items are placed in the lost property bins at the office, bagged up on a termly basis and donated to the PTFA
- Selected secondhand items are for purchase at a nominal price from the PTFA

Acorn Childcare Centre Limited

- Dedicated nursery from 6 weeks to pre-school
- Breakfast club available from 0730 each school day
- After-school club available from 1510 to 1800 each school day
- Holiday club available during school holidays

- The Centre arranges a wide variety of after-school clubs each day such as craft club, sports, art, languages, dance, football, gymnastics and drama
- Clubs vary term by term and are notified to you in advance
- If your child is interested in joining any clubs, please contact the Centre on 01780 766493 or by email to enquiries@acornchildcarecentre.co.uk

Changes in Circumstances

- Notify the teacher if any changing circumstances or if there is any significant event at home or in your family which may affect your child
- Details on admissions form must be kept up to date
- Call/telephone the office or hand in written changes to the office
- Annual pupil update forms are sent out to parents

Medicines

- The school will administer controlled drugs, long term antibiotics and allergy medicine only upon the receipt of a signed Medicine Form at the office
- If a parent wishes to administer medicine to his/her child at lunch time please come to the office at 1130 (before lunch) or 1345 (after lunch)
- If your child is on regular medication (before/after school) or has a medical condition or an allergy which requires an epi-pen or similar, an Individual Health Care (IHC) plan must be completed which will be provided to the emergency services if necessary
- Guidance from the School Nursing Service is that medicine which needs dosing three times per day can be given at breakfast, after-school and at bedtime to avoid parents having to come into school during the day
- If your child has a medical condition which falls under the school's Supporting Children with Medical Conditions Policy, please contact the school office for the contact details of the School Nursing Service so that an Individual Health Plan can be written for your child

School Office

- Office is open term times only and INSET days, Monday to Friday 0830 to 1600
- Answerphone available outside these times

House Councillors

- The House Council is a group of democratically elected pupils
- The House Council meets each week to plan events (house or fund-raising)
- Funds raised by events/sponsorship are spent on items decided upon by the pupils

Music Lessons, Choirs and Band

- The school arranges for peripatetic music teachers to visit the school on a weekly basis to teach amongst others piano, recorder, drums, clarinet, oboe, flute, violin, singing (voice) and guitar
- Lessons on some instruments are limited by age
- Please contact the school office for further information
- The school has several choirs, starting at Y2 through to Y6 competition choirs
- Choir rehearsals are usually at lunchtimes
- Band rehearsals are usually after-school on Thursdays
- Please contact the office if your child wishes to join the choir or band

Volunteers

- The school runs an active volunteer program for students, parents and other family members
- Volunteers in school either come in on a weekly or an ad hoc basis to help in the classroom
- All regular volunteers need enhanced DBS (formerly known as CRB) clearance
- Parents cannot normally volunteer to be in their child's classroom
- Please contact the office if you are interested in helping out at school.

PTFA

- Join by contacting ptfa@malcolmsargent.lincs.sch.uk
- Follow the PTFA on Twitter: @MalcolmS_ptfa
- Follow the PTFA on FaceBook at: Malcolm Sargent School PTFA

Split Families

- If your family is split (ie the parents reside separately from each other) arrangements can easily be made to keep both parents updated with activities and information – contact the office for details

Pupil Premium

- The Pupil Premium is a fund of money which is allocated specifically to pupils who fall into any or all of the following categories:
 - Is eligible for Free School Meals (FSM) (but not Universal Infant Free School Meals (UIFSM))
 - Is a Service Child (ie either or both the parents are in the armed forces)
 - Is "in care"
 - Has left care under an adoption order, guardianship order or residence

order

- The Pupil Premium payment is made to the school and will be used by us to benefit that group of children
- Please contact the school office if you think you may be entitled to Free School Meals, or one of the categories, to ensure your child benefits from this service
- If you require further information regarding this please contact Mr Cox, the Vice-Principal, who will be able to assist

Holidays During Term Time

- No holidays during term time will be authorised
- Children who are taken on holiday during term time may be subject to a visit by the Education Welfare Service, fined and/or prosecuted

Parking

- Parking is notoriously difficult around school but we have arrangements with the Danish Invader Public House and the Stamford Rugby Football Club at Empingham Road Playing Fields to use their car parks.
- If you do park closer to the school, please respect our neighbours' private property and park considerately, legally and safely.
- If at all possible, please walk, cycle or scoot to school
- Scooter and cycle parks are available at each entrance to school
- Please ensure that all scooters/cycles left on the school grounds are locked

Updated Sept 2020