

ATTENDANCE AND TIMEKEEPING

What are school opening and closing times?

Children in the infants (Years R, 1 and 2): 8.50am – 3.30pm
Children in the juniors (Years 3, 4, 5 and 6): 8.45am – 3.30pm
The main school office is open 8.30am – 4.30pm each day.

What do I do if my child is late to school?

Please ensure your child is on time each day, however, on the odd occasion you are late please bring your child to the school office to register and arrange school lunch.

What do I do if I am going to be late collecting my child?

Please contact the school office on 01489 894555 as soon as you know you will be late. We will speak to the child's class teacher and ask the child to come to the medical room at the end of the day to await your arrival.

Can I send someone else to pick up my child?

Only by the letting your child's class teacher or the office know in advance.

How do I report my child's absence from school?

It is important we know why your child is absent from school and you can notify us by phoning the school office on 01489 894555 or by the Parentmail app, or email absence@swanmoreapps.com

When are the school holidays?

Hampshire County Council set the school holidays and there is a link from the website under the heading Our School. Or you can visit the Hampshire County Council education website. We also have five training days each year and these are notified to parents in advance by our usual newsletter

How do I find out about Breakfast and After School clubs?

Our before and after school childcare is run by Creative Kidz. Details can be found on the school website under the heading Parents Information. Creative Kidz website is <https://creativekidz.org.uk/>

MEALS

How long do the children get to eat lunch?

Lunch starts at 12.10pm and finishes at 1.15pm. Children in the infants go into the dining hall first. The children in the juniors go into the dining hall on a weekly rota, after the infants have finished.

How much are school dinners?

The meals are supplied by Edwards and Ward and currently cost £2.40 each.

How can I claim Free School Meals?

If you are claiming means tested benefits you can check your eligibility by following the link in Parents and then Pupil Premium. Alternatively, the office are able to help you.

What is on the menu?

The menu can be found under 'Parents – Useful Information'. The menus usually change after the October half term and after the Easter holiday. We always notify parents in advance of this.

How much is milk?

Children under the age of 5 are entitled to free milk supplied by the Government. If you are entitled to Free School Meals your child can also have milk each day, but you need to let us know. Parents of children over the age of 5 are able to pay for milk; this is arranged through the company Cool Milk <https://www.coolmilk.com/>, where you can find all the details. Unfortunately, we are NOT able to offer an alternative to dairy milk, such as soya or oat drinks.

What should I put in my child's packed lunch?

We encourage a healthy packed lunch. We do ask, because of allergies in children, that you do NOT include any eggs or nuts or items containing nuts (such as Nutella/peanut butter). Thank you for your support. The other items we discourage from packed lunches are sweets and chocolate bars, these are a treat and should not be brought into school.

HEALTH

What do I do if my child is prescribed medication?

We are able to give prescribed medication during the day if it is needed. Parents need to complete and sign a form giving us permission to do this. We can only give prescribed medicine and this must be in the original container. Medicines must be given into the office by an adult and also collected by an adult.

What happens if my child has a medical/dental appointment during school time?

We do ask parents not to make appointments during the school day (unless in an emergency) as both dentists and doctors are open after 3.30pm. Please let your child's class teacher know in advance of the appointment, ensuring we know the time you will be collecting and returning your child and if they will be having a school lunch.

How long before my child can return to school after illness?

After a bout of sickness and/or diarrhea we ask for 48 hours clear from any symptoms before returning to school. For other illnesses such as Chicken Pox please follow the advice from your doctor. Do contact the office if you need any further help.

What happens if my child has an accident at school?

We have trained first aiders on site who are able to administer to minor injuries such as cuts, bruises, etc. We call parents to collect their child for any major injuries that may need to be checked by a medical professional. In an emergency we call an ambulance and inform parents.

Headlice

Please check your child's hair regularly and deal with any nits or lice that are found by either combing conditioner through the hair, or applying a medicated lotion available from the chemist. Please check every week to ensure all lice and nits have been removed. Please let your child's teacher know and we send a message to all parents in the year group to check their children's hair.

SCHOOL UNIFORM

What is the school uniform?

This information can be found on the school website under Parents, Useful Information, School Uniform.

Dark grey trousers/skirts/pinafores.

Pale blue polo shirt with or without logo.

Royal blue sweater or cardigan available with school logo from Skoolkit.

Grey socks and black school style shoes.

PE Kit: Light blue t-shirt available with school logo from Skoolkit

Dark blue PE shorts. Any colour tracksuit type clothing to wear in wintertime over PE kit. Either trainers or plimsolls that fit.

Where can I buy branded uniform from?

Skoolkit (www.skoolkit.co.uk) are our stockists for branded uniform. We recommend ordering/buying in advance of the start of the new school year in September as stocks can run low at this time of year.

Can my child wear jewelry in school?

The only jewelry we allow children to wear is a watch and small pair of stud earrings, not hoops. The children must remove the watch and cover earrings with micropore tape before PE lessons. Essential medical jewelry is able to be worn in school.

Where can I find lost property?

Please name all items of clothing/waterbottles/lunch boxes/etc that come into school so that if lost, it can be returned. Please do not let your child bring in toys (unless asked to by the teacher) as we have so many toys in school for children to play with. If, despite this, items are lost we place them in a box in the school hall / library for a week, then items are disposed of.

EDUCATION

What should I do if I am concerned about my child's progress?

Firstly parents should always speak to their child's class teacher who will be able to help and give advice on the child's progress. If there is an ongoing problem that you feel is not being resolved then please contact the Key Stage Leader, Deputy Headteacher and then the Headteacher.

What if my child's first language isn't English?

We do find children settle in very well and quickly pick up the English language. However, we are able to call on help from outside agencies if we feel the child needs further assistance.

What should I do if I think my child might have a special educational need?

Always discuss this with your child's class teacher who will be able to help. We also have a Special Educational Needs Co-ordinator in school who is able to give advice, please contact senco@swanmore-pri.hants.sch.uk The SEN information and policy can be found under Our School – Our Policies. Details of how pupil premium funding is used can be found under 'Parents – Pupil Premium'.

What do I do if I think my child is being bullied?

Please contact your child's class teacher at the earliest opportunity. We always encourage children to tell an adult if someone is upsetting them so that it can be dealt with straight away.

What after school clubs are on offer at Swanmore?

Clubs vary from year to year, these have included, for junior children, cross country, football, netball, rugby, lego, athletics, rounders and tennis. We have held lunchtime clubs for art, choir and music.

How do I access Music Lessons for my child?

Hampshire Music Service supply teachers visit the school each week for small group instrument/vocal lessons, and a charge is made for this service. We send a letter out in the summer term to children in Year 2 and above to offer music lessons, which currently includes brass, woodwind, guitar, percussion and vocal. We expect children and parents to commit to, and pay for, a year of lessons.

COMMUNICATION

How does the school communicate with parents?

We find the best way to communicate parents is by using Parentmail (an email service). We send out regular newsletters to the whole school and letters for year groups as needed. We also put information on the school website and use the phone/email to contact parents. We will also share messages and learning through ClassDojo, a secure app linked to each class.

What do I do if I need to see a teacher?

To make an appointment please speak to your child class teacher either at the beginning or end of the school day. If this is not possible please phone or email the school office on adminoffice@swanmore-pri.hants.sch.uk who will pass your message on to the teacher.

How can parents get involved with school?

We are always extremely grateful for the support we receive from parents. This can be through our Parent/Teacher Association FOSPS (Friends of Swanmore Primary School), to help with organizing entertaining events for parents and children to raise funds for the school. <https://www.swanmoreprimary.org.uk/page/?title=FOSPS&pid=82> We also have parent helpers in school to listen to children read, etc.

PARKING AND TRANSPORT

Can I park at the school?

We only have parking for staff on the school site. Parents are able to park in the large village car park a little way from the school. If parking along the road please do not park on the yellow lines or block neighbours' driveways. We do encourage families to walk to and from school where possible, this gives an opportunity to teach children how to walk safely along the pavement and how to cross roads safely.

Can my child cycle to school?

Parents must accompany children cycling to school. We do not encourage children to cycle alone as the roads are very busy at drop off and pick up times, especially with traffic from the primary and local secondary schools.

Can my child walk to and from school alone?

It is the parents' responsibility to ensure their child arrives at school safely. We do not recommend children walk to and from school alone until parents are confident they can do so in complete safety.