



School Office Information

T: 01487 840412 E: office@somersham.cambs.sch.uk.

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School Office Information

Our School Office is run by **Mrs Peaks** and **Mrs Miller**. They are both very friendly and will be happy to help if you have any queries or concerns.

How can I contact the school?

The school can be contacted via phone or email. If you phone the school (**01487 840412**), the following options are presented:

- **Press 1.** To report and record a pupil's absence from school, including reason for absence
- **Press 2.** For enquiries regarding school finance
- **Press 4.** For general enquiries to the school's administrative team

Please be patient at the busiest times of the school day if you wish to speak to a member of the office team. Between 08:45 and 09:00, and 15:00 and 15:15, it is possible that calls will be placed in a priority queue and a voicemail option cuts in. Office staff will retrieve and deal with all enquiries at the earliest opportunity. A member of the office staff is also always on duty at the school gates each day and will be happy to deal with any queries.

The school office can also be emailed with messages and questions:

office@somersham.cambs.sch.uk. If you have a message or question for a teacher, this address can also be used and the email will be forwarded to the appropriate member of staff.

Where and when do I drop off and collect my child from school?

There are two entrances to the school site - one via Parkhall Road and the other via King Street. These are opened at 08:40 at which time classroom doors are also opened and children can enter to begin the day. The gates are locked at 08:55. If you arrive after 08:55, please enter via the main office where your child will be registered and taken to the classroom. The school day finishes at 15:15. Gates are opened for parents at 15:10. Parents gather on the playground and wait for children to be brought out by their class teacher. If you are running late at the end of the day, an adult will bring your child to the front office. Please do let the office know if you are running late.

At the beginning of the year, we will ask you to complete a form listing the names of other adults who you consent to collect your child from school. If another adult arrives to collect your child, we will contact you to check your permission before releasing your child.

What should I do if my child is ill or absent from school?

- A child's absence must be reported to the school office before 09:00 on the first morning of absence.
- If absence is not reported, a member of office staff will telephone your child's home/emergency contact for safeguarding reasons (to confirm that your child is safe at home and not 'missing') and to record the correct attendance code on the register. If your child is still unwell after a weekend, please inform the school on Monday morning.
- If we do not receive a reason for absence and are unable to make contact via phone, a visit will be conducted for safeguarding purposes to ensure your child is not "missing."
- Absence information must be updated at regular intervals if your child is likely to be absent for more than 2 or 3 days.
- A message can be left on voicemail by telephoning the school and selecting option 1. Messages regarding the absence of children must give clear details of the reason for absence, and must be from a parent/guardian.

In order to help prevent the spread of sickness and diarrhoea, please be aware of the current Public Health England guidelines, which are as follows:

The recommended period for the children to be kept away from school is 48 hours from the last period of vomiting and/or diarrhoea. The child should also be excluded from swimming for 2 weeks following the last episode of vomiting and/or diarrhoea.

- Parents do not need to complete any paperwork or provide a letter to the teacher upon the child's return from absence.

Appointments:

- All appointments should be made, whenever possible, outside of school hours.
- If your child needs to attend an appointment during school hours, please notify the office in advance and provide an appointment card.
- For emergency appointments please contact the school office by phone (option 4).
- For appointments where emergency illness is not an issue, your child is expected to attend school as normal before and/or after the appointment.





Can I take my child on holiday during term time?

- Children of school age who are registered at a school must, by law, attend that school regularly.
- The regulations make it clear that parents do not have any entitlement to take a child out of school for the purposes of term-time holiday.
- Absence request forms must be submitted in advance for any absence that is not due to medical reasons (medical absences are subject to the normal notification to the class teacher/school office).
- Each request for absence will be considered on an individual basis, having regard to the government guidelines and each pupil's performance and attendance record.
- Authorisation for term-time holidays will not be granted unless there are exceptional circumstances which might justify it.
- **Term time holidays of three days or over will be forwarded to the Local Authority and a penalty notice may be issued.**

The following points should be noted with regard to ALL absences:

- Parents/carers are required to give an explanation for a child's absence, but only the Headteacher can make a decision as to whether the absence will be authorised;
- Where it is considered that the explanation is not satisfactory, the absence will not be authorised;
- All absences (authorised and unauthorised) are checked at regular intervals by the Education Welfare Officer and may be investigated by the Education Welfare Department.

School staff have a duty to ensure that attendance conforms to government regulations, which includes confirming details of all absences. If you have any queries regarding attendance/absence procedures, please do not hesitate to contact the school office.

My child is taking medication... can this be administered in school?

School staff are not allowed to administer medication to your child. You must either come into school to administer it yourself, or your child can self administer, in which case a consent form will need to be filled in. The guidelines which have been reinforced by the school nurse are as follows: School and settings should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. (Information from "Managing Medicines in Schools" from the Department for Education). In accordance with the above we will be happy to accept medicines for self administering in the original packaging, as dispensed by the pharmacist, with the child's name clearly displayed and instructions for administration and dosage on the printed pharmacy label.

We are not allowed to accept non-prescribed / over the counter medication. Please enquire at the office for further details.

If your child has been prescribed an inhaler, please ensure that it's in the original packaging and all of its components are clearly labelled with pharmacy labels containing your child's details. You will also need to complete a form which can be obtained from the school office.

What happens if my child has an accident at school?

If your child was to become injured at school, a first aid trained member of staff would assess and treat them as necessary. Any bump to the head, no matter how minor, is communicated to parents by a text message from the school office, so that a close eye can be kept on the child when they return home. If a serious injury was incurred at school, parents or carers would be contacted immediately.

How does my child keep safe when the weather is hot?

With warmer weather comes important health considerations for all our children. They need to drink water regularly. In addition to water fountains around the school, we encourage children to use personal water bottles. Please ensure that these bottles are clearly labelled with your child's name and cleaned and refilled ready for the next day. We also recommend that children wear sun hats that are clearly labelled with their name. Sun factor protection for children should be administered by parents/carers before school but children can also self-administer before break and or lunch if necessary.



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What happens at lunchtime?

School meals are provided by Lunchtime Co. and our dedicated team of cooks. These high quality meals are prepared freshly in the school kitchen and offer varied and healthy options for children. A sample menu can be seen on the school website.

Since September 2014, all Reception and Key Stage One children have been entitled to Universal Infant Free School Meals (UIFSM), which means that your child's lunch is funded by the Government. Many children and families choose to take up this option, though your child can bring a packed lunch to school if they would prefer.

If your child has specific food allergies or intolerances, the kitchen staff will work with you to ensure the food choices are inclusive of their needs. **Please note we are a nut free school, and any packed lunches should not contain any form of nuts.**

To ensure that children receive their preferred food choice and to avoid excessive food waste, in Reception we operate a menu slip process. On a Wednesday, a menu slip for the following week is sent home with your child so that food choices can be made. We ask that this is returned by the Friday of the same week.

How do I pay for trips and other aspects of school life?

We encourage online payments as outlined in a separate letter, but adhoc payments can be made in cash.

As you may be aware, a large amount of money and paperwork comes into the school office and it



is very important that it is recorded and allocated appropriately. Please ensure that when sending money into school it is in an envelope clearly marked with your child's name, class and what the money is for. Also, please send in a separate envelope for each child/event (we welcome reused/recycled envelopes).

Where can I purchase school uniform?

Somersham Primary School uniform is available to purchase from The Green School Shop, both in store and online. You can purchase items from The Green School Shop at The Old Courthouse, Prior Road, St. Ives. They are open Monday to Saturday from 10.00am to 5.00pm (7.00pm on Tuesday). Telephone: 01480 731300. Nearly new uniform is also available from the PFA (please speak with the school office for more details). Please remember to clearly label all of your child's clothing and belongings - especially sweatshirts, fleeces, lunchboxes and water bottles. Lost property is located by the school office but the school can accept no responsibility for the loss of items, named or unnamed.

Can I help in school?

We are very proud of the good communications we have between our parents and our school. Adults are warmly welcomed to help in school at times that are mutually agreed and help with school trips that take place. Whilst we appreciate help of a regular nature in the classroom alongside support with trips and village walks etc, there are a variety of tasks that can be done either outside of the classroom or at home that are of equal benefit to the staff and children. If you think you would like to become a volunteer helper in school or would like to help with one of the school trips that will be taking place next year, then please come and speak to the office staff. Also let us know what your interests and hobbies are to help us make the best of your talents and tell us the things you most enjoy about the school.

Will I be able to participate in school life?

There are various opportunities for parents, carers and family members to come into school throughout the academic year. There are twice yearly Parents' Evenings for a more formal update on your child's social and academic progress, as well as more informal occasions such as Stay and Read, Come to Lunch, Come to Learn and school plays. To book places at these events, the school uses an online booking system. This enables parents and carers to book places on a first come, first served basis, reduces the need for paper slips and letters to be sent out and supports the school office. More information on this system will be issued when appropriate.

The school has a highly supportive Parents and Friends Association (PFA). This dedicated team

organise a variety of events throughout the school year, enriching school life for the children while also raising funds for the school. They are always keen to recruit extra members and can be contacted via the school or their Facebook page.

How will I be kept informed about school life?

Weekly newsletters update parents and carers on what is happening at school as well as key dates, etc. These are also posted on the school website. The school's website is regularly updated with information and support for learning at home.

The school also has a Facebook page, used purely to celebrate the learning taking place in school and the endeavours and achievements of the children.





Somersham Primary School
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Somersham Primary School is proud to be part of the
Cambridge Primary Education Trust: Company Number: 08304433