



EDEN PARK PRIMARY SCHOOL

A guide for new pupils and parents

Welcome to Eden Park Primary School

Starting at a new school can be a worrying time for both pupils and parents. The aim of this guide is to give you all the information that you will need. Hopefully this will make things a little easier.

Dropping off and collecting your child

- On your child's first day please bring him/her to the school's reception at 8:50 a.m. where a member of the office staff will arrange for your child to be taken to class. You will then be advised where to collect your child from and where to leave him/her on the following mornings.
- There are two entrances to the school from Drew Street. The east gate leads to the Key Stage 1 building and the west gate to the Key Stage 2 building.
- A pedestrian access is also available at the main entrance from Eden Park and from a cul-de-sac at the west end of Eden Park.
- The school car park is for staff only. We hope that with health in mind you will be walking anyway!
- Parents are welcomed onto the playgrounds before and after school.

The first day in class

Your child will be given a special buddy/friend who will look after them and help them to find their way around. New pupils will make a booklet on the first day using a camera to bring home. Every person in the class will also wear a sticker with their name on it!

Coming and Going

School session times are as follows:

	Morning		Afternoon	
	Start	Finish	Start	Finish
Nursery	9.00 a.m.	12.00 noon	12.45 p.m.	3.15 p.m.
Key Stage 1	9.00 a.m.	12.00 noon	1.00 p.m.	3.20 p.m.
Key Stage 2	9.00 a.m.	12.00 noon	1.00 p.m.	3.25 p.m.

Beginning of the school day

Children are welcome to come into the classrooms to get settled from 8.50 p.m. in all year groups across the school. There is no playtime before school.

Late arrivals need to report to the school office. Although we expect the children to arrive on time, remember..... ***'better late than never'!***

End of the School Day

Please collect your child from outside their classroom or at an agreed point.

If you have a problem, which may cause a delay with collecting your child from school or if someone else will be collecting your child please notify the office as soon as possible.

- Inform the class teacher in advance by letter or via the Home School Link book;
- Report upon arrival to Reception - your child will be collected by school staff;
- Upon return to school - please report to Reception.

Absence

If your child is going to be absent please ***call the school*** by 8.30 a.m. [**01803 855300 - option 1**] and leave a message on the answerphone, text on **07786208889**, or email absence@eppsa.org.uk

Details of medical appointments (including letters) should be notified to the school office the day before if possible. Please also note that new mobile numbers need to be registered with the office otherwise your message **will not** be received.

Holidays and absences in term time

The national policy from the Department for Education states that as of the 1st September 2013, Head of Schools may **not** grant any leave of absence during term time unless there are exceptional circumstances.

All absence requests forms will be considered on a case by case basis and only authorized where there are exceptional circumstances. The Head of School will determine the number of school days a pupil can be away from school if the leave is granted.

Absences from school will not be authorised for:

- Child not able to get to school due to parents/carers illness
- Child attending parental medical appointments
- Looking after Parents/Carers.
- Truancy during the school day.
- Holiday during term time.
- Head lice.
- Birthdays.
- Shopping
- Visiting relatives
- Absences where there is no reason given.

**Parents who take their child out of school without authorisation could be subject to a £60 penalty notice per child, per parent from the Local Authority
i. e. a family of two parents and two children would be fined £240
Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days.
i.e. a family of two parents and two children would be fined £480**

School Uniform

This can be purchased from Riviera Schooldays, 186 Union Street, Torquay (opposite the Magistrates Court) - Tel 01803 293650. You may also order on line at www.rivieraschooldays.co.uk

or

LMob, Union House, Union Lane, Brixham, TQ5 8DY - Tel 01803 854822.



Everyday Wear

Sweatshirt: Green (available with school logo)
Trousers/ Skirts: Grey/ black. All pupils are allowed to wear trousers
Polo shirt: Gold (available with school logo)
Dresses: Green and white Gingham style
Fleece: Green, available full or short zip and school logo
Footwear: Children should wear black shoes/ smart black trainers without logos and stripes.

Only low heeled shoes are allowed.

In summer children are welcome to wear sensible sandals and the restriction on colour does not apply, but not "cros" style.

Clothing for Physical Education:

T-Shirt: Green and white top, available from Riviera Schooldays/LMob
Shorts: Plain, black or white
Footwear: Every child must have a change of footwear for P.E. (plimsolls or trainers) However Foundation Stage and Key Stage One will often do indoor P.E. in bare feet. Trainers are essential for outdoor PE.

In cold weather, children may wear additional fleeces/ tracksuits for PE.

Please mark all items of clothing with your child's name.

Other Items

- Sun Hat: *In the interests of 'sun safety' – hats may be worn on the playground.*
Book bag: *Available from the school or Riviera Schooldays*
PE bag: *Needed to keep all PE clothing together – available from Riviera Schooldays*

Nursery Clothing

- Optional school uniform as above: *Lots of Nursery children like to wear this*
If not school uniform: *Practical clothing that the child can manage independently*
Waterproof and wellies: *To store at school for every day outdoor play*

School Dinners

- School dinners currently cost £2.15 per day, unless your child is Reception, Year 1 or Year 2 where school dinners are free.
- **Please note that school dinner must be paid for in advance. Debts should not be accrued.** We have reluctantly taken the decision that the maximum amount of outstanding debt will be the cost of two meals i.e. £4.30. After this a hold will be put on the child's account and parents will be asked to provide a packed lunch until the debt is paid off.
- Payment methods
 - Online at www.feedinghungryminds.co.uk. Once here click on the payments tab, and then on Torbay. Once here click on new user and follow the login instructions. It does take 3 or 4 days before you can use it. Please be aware that a second email is not sent out to tell you it is ready. You can pay in advance for as many meals as you want.
 - Cheque – payable to ISS Mediclean. Please put the name of your child and class on the back of the cheque. The cheque should go in the envelopes provided with all the relevant information completed. Put in postbox outside kitchen
 - Cash - Please put the money in the envelopes provided with all the relevant information completed. Put in red postbox outside kitchen
- If you think your child may be entitled to Free School Meals, please ask at the office for the relevant form for completion.
- A school meal menu is available from the school office.
- If your child has special dietary needs please ask Reception for a form. The completed form will need to be signed by your GP.

Packed Lunches

Children are welcome to bring a packed lunch. In line with our healthy schools policy we ask that you do not include sweets or fizzy drinks. Please note that you will need to provide a drink in your child's lunch. In Key Stage 2 children eating packed lunch are allowed to choose to eat inside the hall or outside. In the winter and on other cold or bad weather days, packed lunches are also eaten in the classrooms. Key Stage 1 packed lunches are usually inside but when the weather is warm we use picnic tables on the grass.

Snacks

In the nursery a healthy snack is provided each day

In Key Stage 1 fruit or vegetables are provided at morning break

At morning break in Key Stage 2 children can bring their own healthy snack to school.

Water in class

Children are encouraged to bring a named water bottle to school with drinking water.

Joining a club

We run a large selection of clubs and a list giving details of each club is issued each term. Most clubs are free unless otherwise stated. To join a club please go along to one of the sessions and the club leader will add your child to the register.

Parent Evenings

The school holds two formal parent consultation evenings during the year. Parents are also welcome to meet with the class teacher or Head of School at any time. If more than an informal chat is required, the school office staff will be happy to arrange appointments. A full report on your child's achievements will be available during the Summer Term each year.

Key people in the school who you might need during the first few weeks

The office

The school office is run efficiently by our four friendly office staff who are always happy to help you. You are mostly likely to meet Mrs Wall or Mrs Butcher who are on reception.

Your child's new class details are listed below.

Pupil's name	Name of the class	Class teacher