

Primary School FAQ - Information for Parents

The following information may be helpful to you, especially if your child is just starting in the primary school. The primary school is located in the corner of the car park on The Crescent in between the surgery and the library, and includes K5 (Reception) – yr4. The Senior Teachers in the primary school building are Mrs. Mahoney (Tues, Wed, Fri) and Mrs Metheringham (Mon, Wed, Thurs).

1. What are the timings of the primary school day?

The primary school day begins at 8.30am and ends at 3.00pm. The door will be open at 8:15am. Please accompany your child to the main school door and do not leave children unattended on the school grounds or in the busy car park. On Monday mornings, please take your child to the senior school for our whole school assembly. Please hand your child to a member of primary school staff in the hall.

Break time is from 10:00am-10:30am for K5, yrs1&2 and 10.30-11am for yrs 3&4. Lunchtime for all classes is from 12.30pm-1.15pm.

2. What should I do if my child is late?

Please notify the school office (01633 441 582) or the primary school (01633 440677) as soon as possible. Registration in the primary school building ends at 9:15am. Any student arriving after this point should use the sign in sheet on the wall in the foyer.

3. What are the arrangements for dismissal?

Children are dismissed to an approved adult at the end of the school day at 3:00pm. Middle school dismissal is from 3:05pm and Senior school dismissal from 3:10pm. Therefore, please pick up primary children first before waiting for children in the other schools. Please be prompt in picking up your child as they will need to be supervised by staff until you arrive. We would ask you to let the school know if someone is picking up your child who isn't on the approved adult list you filled in at the beginning of the year. We cannot take the child's word for who is picking them up.

4. Is my child allowed to play in the playground after school?

Children may play in the yard for a short while after they have been dismissed to an adult but **must be supervised by that adult at all times**. Please make sure that children adhere to the normal rules of playtime when playing in the yard: No climbing, no jumping of fences etc, no playing with the gravel. The school cannot take responsibility for any accidents or incidents which happen in the playground after children have been dismissed to their approved adult.

5. What do students need to bring for lunch? Can students use the kitchen?

All pupils require a packed lunch each day, and a small snack for morning break. We encourage healthy eating but do not make any requirements for this. Pupils should bring a water bottle, especially on days when we have sports sessions. Please note that staff cannot heat up meals for the children.

6. Where do students keep their bags, coats etc?

Students have access to coat hooks and space to put their bags, but due to lack of space we encourage students to limit themselves to one school bag if possible.

7. Do I need to buy any textbooks?

Primary school do not require parents to buy text or exercise books for the children.

8. What is the procedure for sports lessons?

Every Tuesday morning during term time from October to March **yrs 2-6** have Sports lessons at Caerphilly Leisure Centre. These lessons begin at 9am and children should be registered into the sports hall from **8:45am. There is no teacher supervision for pupils who have not been registered.** Please stay with your child until they have been added to the register by staff at the door of the sports hall. The leisure centre is a public space and it is not appropriate for children to left unsupervised in the lobby or grounds.

Children in **K5 & Yr1** will have their physical education session in the primary school building during this time. Please drop them off there from 8:15am. We understand this can cause some issues for families who need to bring children to different locations. Please be assured that there is flexibility in these circumstances.

Every Friday afternoon during term time in September and from April to July, all primary children have Sports at the recreation field in Machen. Please pick your child up from the field at 3:00pm. An email will be sent to parents if this session is cancelled due to bad weather. In this case, dismissal will be from the primary school building as usual.

9. What equipment do students need to have?

All stationery is provided for primary school children, but they are welcome to bring their own if they wish. Please limit this to one pencil case.

10. Where can I find lost property?

Unlabelled lost property is put into the lost property boxes in the foyer. At the end of each term if it remains unclaimed then it is usually donated to charity. **We would therefore ask parents to label your children's clothes and possessions.** In particular, we would recommend labelling jumpers, coats, drinks bottles, asthma pumps, pencil cases and lunch boxes.

11. Where is the procedure for homework?

Each class has a different procedure for homework which will usually involve reading and spelling. Class teachers will let parents know at the beginning of term what homework is required in each class.

12. What do I do if my child is absent?

The primary school absence procedure is exactly the same as the rest of the school. Primary school parents should contact the school if a child is ill and provide a short note on your child's return to school. It is the primary school's policy to phone parents if a child is absent without explanation. This is to ensure that parents are aware that their child is not in school.

13. Is there anything on the school website for primary school parents?

All key dates for primary school are found on the school website as well as the school uniform policy.

14. What is the primary school procedure on the use of mobile phones?

Primary school children are not permitted to bring mobile phones to school or on school trips.

15. Can my child bring medicine to school?

As is the procedure for the rest of the school, primary school staff cannot dispense medication. If your child requires medicine during the school day, we ask that you arrange for an approved adult to come into school to administer the medicine. Please let the class teacher know about these arrangements. Children are not permitted to bring any medication into school except for emergency medicines such as Asthma pumps and EpiPens. Please make sure your child's class teacher knows about any emergency medication your child may have, how it is to be used and if your child has a health care plan.

16. What are Housepoints? How do students use them?

As in other parts of the school, students are rewarded with housepoints both for academic achievements and good behaviour. These can then be "spent" on various rewards. Some primary students may also use their housepoints to "buy" non-uniform days, but these should always be **agreed beforehand** with class teachers.

To encourage team work and grow community, house teams also have prizes at the end of term for the highest scoring house team and for the best cleaning team.

17. When are Parents Consultations?

Parent consultations usually take place in November. The class teacher will contact you to arrange a suitable time for this. School reports are sent out in June.

18. How should I contact primary school staff?

As a school we firmly believe in working with parents, so if you ever have questions or concerns, please don't hesitate to contact us! Please feel free to drop in at the beginning of the day if you need to notify us of anything for that day. If you require a longer meeting, please arrange this with the class teacher (phone: 01633 440677 or email: info@wyclifchristianschool.org) or by sending in a short note with your child. Staff would prefer prior notice about any meetings you may wish to have with them. Please do not contact teachers about school related issues outside of school hours.