

The Giles Nursery and Infants School

Useful Information for parents and carers

A

Absence

Please note that once your child is of statutory age (the term after the one in which your child turns 5 years old) it is not legally possible for the Head teacher to grant any leave of absence during term time unless there are exceptional circumstances. In this instance a request for leave of absence form must be submitted. These are available from the school office.

If your child is absent from school because of a holiday, we will mark this down as an 'unauthorised absence'. We are required to discuss all unauthorised absences with Hertfordshire County Council's Attendance Improvement Officer.

If your child is ill and cannot attend school, please telephone the school on 01438-359747 **before 9.30 am** to explain the reason with details. We have a special answerphone line on this number which you can use to leave us a message about your child's absence. Please continue to ring in daily until your child is fit to return to school.

Please advise the school office in advance if your child has an appointment with the Doctor, Dentist or Clinic. No child will be allowed to leave the premises during school hours unless collected by a known adult. Please also try to arrange such visits outside of school hours where possible. If your child will be back in time for lunch and has school meals, please ring the office to let them know what lunch option your child would like.


After School Club

We offer our own After School Club which parents/carers need to book and pay for in advance either via the School Gateway app (please see 'Cashless School' section for further details). Sessions run from 3.15 pm to 4.45pm or 3.15pm to 6.15pm and children are all offered a healthy snack and take part in lots of age-appropriate fun activities.

Allergies

Please inform the school office if your child has an allergy. If they have a particular allergy to certain foods and you wish your child to have school meals (free to all infant children and provided by Herts Catering Ltd) you **MUST** complete an online form. Without this Herts Catering are unable to provide meals to children with an allergy. Please see the school office for more details.

	<p>Asthma If you child suffers from asthma you will need to complete a medication form so that an inhaler can be administered by school staff. If the asthma is severe you will need to complete an asthma care plan form. Both forms can be obtained from the school office.</p>
<p style="font-size: 48pt; color: green; text-align: center;">B</p>	<p>Bicycles and Scooters These may be ridden to school under parent supervision but must not be ridden on school premises. Bikes and scooters may be secured by the Nursery front entrance in the bike park but these are left at the owners' own risk.</p> <p>Breakfast Club Breakfast club runs from 8am until the start of school/nursery. Sessions cost £2.50 and include a healthy breakfast. Sessions must be booked and paid for in advance. Please see either our admin team in the school office or our website for details and booking forms. Bookings and payment may be made via our School Gateway App, please see the office for further information.</p> <p>Bug Club Bug Club is a popular on-line interactive reading scheme which pupils can access at home. Details of the scheme and log-in details will be sent home by teachers during the course of the year if the scheme is used by your child.</p> <p>Bumped Heads Children often bump heads together; we record this in our accident books and will send you a 'bumped head' text message. If it is ever anything more serious we will always call. So please don't worry if you receive a bumped head text message. It is important, however, to monitor your child at home, as we do in school, if they have bumped their head.</p>
<p style="font-size: 48pt; color: green; text-align: center;">C</p>	<p>Car Park For safety reasons the car park is for <u>staff, school issued permits and blue badge holders only</u>. We respectfully ask parents and carers not to use this area for dropping off and picking up children. If access is required, please remember to drive carefully and slowly. Please also observe all parking signs and be considerate to the residents of the streets surrounding the school. We value our good relationship with the local community.</p> <p>Cash Free School Parents will be notified by School Comms regarding payments for excursions or special activities at school. The school uses the School Gateway, a secure online payment provider, to process any payments made by parent. Staff in the school office are happy to help parents with any queries over how to access/use School Gateway.</p> <p>Coats</p>

	<p>Unless it is sunny and hot children need a coat, with a hood, every day. They go outside at break times as often as possible. Please ensure your child's coat is clearly labelled with their name.</p> <p>Collection Children must be picked up at 3.15 pm (3.30pm for Nursery children) from the relevant classroom exit door. Please let us know <u>in advance</u> if your child is being picked up by someone other than who you have specified as a regular collector. We will not release any child into the care of a person you have not given permission for us to do so. We also ask that children are dropped off and collected by a responsible adult.</p> <p>Communication With Your Child's Teacher. We value the opportunity of talking with you about your child and any concerns you may have. Please do feel free to talk to your child's teacher at the end of the school day, after all the children have left the classroom. To ensure that there is adequate time for discussion, you can also make an appointment via the school office.</p> <p>Contact Information The Giles Nursery and Infants' School Durham Road, Stevenage, Herts, SG1 4JQ Telephone: 01438-359747 Head teacher: Mrs Rouane Mendel. head@gilesinfants.herts.sch.uk SENCo: Mrs Emma McPartland</p> <p>Curriculum Information about the curriculum in every year is available on the school website. We will also send you every term a year group newsletter and topic web that will tell you what your child will be learning and doing in that particular term. We also run parents' workshops on, for example, phonics and mathematics as well as on particular curriculum initiatives and topics of interest, such as Pie Corbett's 'Talk for Writing' and end of Key Stage 1 assessments.</p>
	<p>Daily Mile The Daily Mile is a popular initiative to encourage children to take part in physical exercise and inspire them to make health life choices. It involves walking, jogging or running around a marked out route every day in most weathers. Its aim is not only to improve the children's fitness levels but also to raise their self-esteem, increase their resilience and improve concentration in the classroom.</p> <p>Dietary Requirements Herts Catering Limited who cook our school lunches on the premises has a rigorous process in place to provide a safe meal service to pupils with food allergies or intolerances.</p> <p>If your child has a food allergy or intolerance and meets the qualifying criteria, then HCL will supply a range of delicious and nutritious menus designed especially for your child's medical</p>

	<p>requirement. The on-line account system takes just minutes to create and complete and is really easy to use. You will need at hand:</p> <ul style="list-style-type: none"> • Your child’s school details including class name • Medical evidence of your child’s medical requirements • Electronic Passport style photograph (which you will need to upload on to our system) <p>To apply, simply go to https://specialmenu.hcl.co.uk</p> <p>Once you have created your account you will be able to easily update the school and HCL with any changes to your child’s dietary needs in the future and will automatically receive new menus when they change (twice yearly).</p> <p>Dogs Dogs are not allowed on school premises; nor should they be left tied to the school gates.</p>
<p style="text-align: center;">E</p>	<p>Eco-Council Our Eco-Council was set up in 2014 and each class has two Eco Warriors whose role it is to follow the School Eco Code, making sure lights are turned off, taps are not dripping and waste paper is placed in the recycling box. Their hard work resulted in the school achieving both the bronze and silver Eco Awards of which we are very proud.</p> <p>Educational Visits The school considers excursions to be an integral part of the curriculum. Information and permission forms for non-local trips and excursions will be sent home at the appropriate time. No child will be able to participate in a non-local excursion until a permission form is signed and returned to school. Parents/carers are asked to sign a form giving their permission for local trips when their child is first admitted to our school. Excursion costs are kept to a minimum, but if you are unable to meet the cost of any excursion, please contact the office. <i>Children should wear school uniform on excursions unless advised otherwise.</i></p> <p>Emergency and Contact Information It is essential that emergency and contact information is kept up to date. Please inform the school office immediately of any change in address, telephone numbers or emergency contact names. This information is vital in the case of illness, accident and injury. Even for short-term changes the school needs to be notified.</p> <p>Extra School Activities – Clubs Each term Identity Dance, an outside provider, offers sessions in street dance (Years 1 and 2), pre-ballet (Reception and Year 1) and ballet (Years 1 and 2). For more information please visit their website: www.identitydance.co.uk. The school also runs a very popular weekly Multi-Sports club for Year 1 and 2 pupils. Letters</p>

	<p>are sent out by the school office giving details of this club and any others that are run during the year with information on how to sign up.</p>
<p style="font-size: 48pt; color: green; text-align: center;">F</p>	<p>Fire Evacuation Procedures The school has an Emergency Management Plan, part of which covers fire evacuation procedures. Your child will practise fire and emergency evacuation on at least a termly basis.</p> <p>First Aid All our classroom staff have received First Aid training and many are also qualified in emergency first aid and paediatric first aid. If your child bumps their head while in school our admin team will send you a text or will ring you to inform you of this. It is important that the child is monitored both in school and when they return home.</p> <p>Free School Meals All infant children up to the end of Key Stage 1 are entitled to receive free school meals. Daily and weekly menus are available from our website and from the school office. Children choose their meals (meat, vegetarian, cold sandwich option) daily, and these are provided by Herts Catering Ltd. and cooked on the premises. If your child is absent owing to a medical appointment in the morning, we ask that you let the school office know before 9.30 am what lunch your child would like that day. Please note that we are a nut-free school – this includes spreads containing nuts, such as Nutella and peanut butter.</p> <p>FROG – Friends and Relatives of Giles Our Parent Teacher Association (FROG) does an amazing job of supporting and fundraising for the school. The FROG team meets one evening each term and is always looking for new, enthusiastic members to help and bring new ideas in support of the school. The FROG runs a number of events throughout the year, including coffee mornings, Bake Sales, Summer and Christmas fairs and its ever-popular, adults-only Quiz Night. For more information about joining, please visit the FROG Facebook page: ‘Giles Nursery and Infants FROG’.</p> <p>Fruit All children in Nursery, Reception and Key Stage 1 receive a piece of fruit daily.</p>
<p style="font-size: 48pt; color: green; text-align: center;">G</p>	<p>Governors Our school has nine governors, including two parent governors. Their main responsibilities include developing the strategic direction of the school – values, mission and vision; supporting the Head teacher to raise standards of achievement and monitoring and evaluation school improvement; ensuring accountability – value for money and ensuring the effective use of resources to achieve agreed aims and objectives.</p>

	<p>From time to time we seek to recruit new parent governors via an election. If you think you may be interested in becoming a parent governor and/or would like to find out more about the role, please contact the Head teacher, Mrs Rouane Mendel via the school office.</p>
H	<p>Head Lice Please inspect your child's hair regularly. If your child has head lice, please give appropriate treatment and inform the school so that the school can alert other parents of the outbreak.</p> <p>Holidays Term dates are available from our website. It is very important that children are present in school and that they do not miss out on their learning through absence. Holidays taken during term time have a detrimental effect on your child's learning and educational progress. Holidays in term-time must not be taken and will not be authorised unless there are <u>exceptional</u> circumstances, in which case a request form must be completed at least 3 weeks prior to the first day of absence with a letter to the Head stating the reasons for the holiday request.</p> <p>Unauthorised absences appear on both the child's and the school's records. If your child has more than 15 sessions (half days) of unauthorised absences across a current and previous term you will be at risk of receiving a fine (fixed penalty notice).</p> <p>For more details, please see the school's Attendance Policy ('Attendance Addendum') on our website.</p>
I	<p>Image Consent The school uses photographs to record our children enjoying the various activities offered by the school. Where parents'/carers' permission is given, many of these are posted on our website. <u>Please ensure</u> you complete the Image Consent Form which is given out with our admission packs to inform us if you consent to us using photographs of your child in the ways specified on the form. We need this to comply with the General Data Protection Regulation (GDPR).</p>
J	<p>Junior School When your child is in Year 2, you will need to make an application for a place in Giles Junior School, for which we are a feeder school. Details of how to apply, including deadlines, can be found on the Hertfordshire website: www.hertfordshire.gov.uk</p>
K	<p>Key Stage 1 While your child is at our school they will pass through two stages: Early Years Foundation Stage (Nursery and Reception years) and Key Stage 1 (Years 1 and 2).</p>
L	<p>Labelling Please label or mark with a permanent marker the name of your child on all uniform, PE kit, shoes, lunch boxes and coats. (See Lost Property below).</p>

	<p>Letters Home The school communicates with parents via School Comms. It is important that relevant permission slips are returned, as children will only be allowed to participate in events when the school has received signed consent. Letters are also placed on our website.</p> <p>Lost Property Please check with the main school office and your child's teacher regarding any property you may have lost.</p>
<p style="text-align: center;">M</p>	<p>Medical Matters If your child has a medical condition, including allergies and asthma, it is essential we are aware of this and that we have agreed with you your child's Individual Health Care Plan. Please contact the school office for more details.</p> <p>All our staff are first-aid and epi-pen trained.</p> <p>Any child suffering from vomiting or diarrhoea symptoms must remain at home for at least 24 hours after the symptoms have ceased.</p> <p>Medication at School When a child needs to take medication at school, please request a <u>medicine authorisation</u> form from the office. A written authorisation needs to be signed by the Head teacher and held by the office stipulating the type of medication, where it is to be stored, dosage and the time of administration.</p> <p>All medication <u>must</u> be clearly labelled, in date and given to the office at the beginning of the day, along with a dosage spoon or syringe. Please make sure that any long-term medication is on the Individual Health Care Plan form. It is the responsibility of parents/carers to ensure that medicine is in date and has not expired.</p> <p>Milk School milk is available to children in infant classes. Nursery children receive free milk. With Reception children and older, if your child's fifth birthday falls during the term, they are treated as five years of age for the entire term and will therefore not qualify for free milk unless you are in receipt of certain state benefits. Please ask at the office if you think you may be entitled to free milk for your child even though they have turned 5. Payment is made for the full term in advance and this can be paid for via our website using WisePay or via the school office.</p> <p>Mobile Phones Mobile phones may not be used on school premises unless used in a 'mobile phone area'. Children are not permitted to have mobile phones in school.</p>

	<p>Moving If you move house and/or your child is changing schools mid-year, please let the Headteacher, Class Teacher or the admin team know as soon as possible so we can ensure as smooth a transition as possible.</p>
<p style="font-size: 48pt; color: green; text-align: center;">N</p>	<p>Newsletter A weekly newsletter from the Head teacher is sent home every Friday by School Comms (or hard copy if a parent/carer has no email access). This provides lively and interesting information about school life and what your child is learning. Please read each newsletter carefully as they also contain important dates and news items. Our newsletter is also posted on our website each Friday.</p> <p>Nursery – Extended hours If your child attends for 15 hours for either the AM or PM Nursery session, you have the option of purchasing additional hours so that they may stay for lunch club, or an additional AM or PM session. Please speak to the school office who can advise on how to book these sessions via School Gateway.</p> <p>Nursery – 30 Hour Funded Children Please be reminded that you must reconfirm your code with the HMRC every three months to ensure that your code is still valid for the next term. Your 30 hours are 8.30-3.30 Monday through to Thursday and 8.30-10.30 on a Friday, if you would like for your child to stay for additional hours, please speak to the school office who can advise on how to book this via School Gateway.</p> <p>Nuts Our school is a nut-free school (including spreads, such as Nutella and peanut butter). Please check ALL food sent in.</p>
<p style="font-size: 48pt; color: green; text-align: center;">O</p>	<p>Online Safety You will receive an online safety form about acceptable use of computers and social media. Please ensure you sign this and return it to the office.</p> <p>Opening Hours – School Office The school office is open from 8.30 am and closes at 4.30 pm during term-time. In holidays, please ring in advance to check that there is someone in school as the office is not always open during holidays.</p>
<p style="font-size: 48pt; color: green; text-align: center;">P</p>	<p>Parents’/Carers’ Consultations These are held by appointment each term. Parents and carers are strongly recommended to attend as this provides a useful opportunity to spend time speaking to your child’s teacher.</p> <p>Parent Helpers/Volunteers We are always delighted when parents have the time, energy and skills to volunteer at our school. Examples of the kind of volunteering parents/carers do include helping with our library</p>

	<p>books, hearing children read and accompanying children on class trips and visits. All parent helpers must take part in our induction programme which includes safeguarding policies and practices and will be subject to appropriate DBS checks.</p> <p>ParentView Parent View gives you, the parent, a chance to tell Ofsted what you think about our school. If you click on the ParentView link on our website this takes you to a log-in page and then a short on-line questionnaire. Your feedback is important to us and it is vitally important when we have an Ofsted inspection. We would be so grateful if you would complete the 12 questions <u>regularly</u>.</p> <p>PE Your child will do PE at least once a week. PE kit needs to be in school every day in a PE bag on your child's coat peg. This includes shorts, t-shirt and black plimsolls. Please make sure everything is labelled.</p> <p>Punctuality We expect our children to arrive at school on time. The classroom doors open promptly at 8.50 am and the register is taken by 9.10am. If your child arrives after 9am they will be marked as 'Late' in the Register. If they arrive later than 9.30 am they will be marked as 'U' (unauthorised absence/late) in the register and must be brought to the main school office so they can choose their lunch.</p>
<p>Q</p>	<p>Queries We've tried to think of everything, but if you have a query about anything else please just ask the admin team. If you would like to see the Head teacher, please make an appointment via the school office.</p>
<p>R</p>	<p>Reading Books, Book Bags and Reading Records These need to be in school every day, with reading book and home reading record. Pupils read daily but not always out of their home reading book or to their class teacher. Books for independent/home reading are changed regularly.</p>
<p>S</p>	<p>School Comms Our school uses School Comms to communicate to parents by email and School Gateway to communicate by text message. For information on how to register please contact the school office.</p> <p>School Policies Most school policies (which include those relating to safeguarding, behaviour, the curriculum, welfare and Special Educational Needs and Disability (SEND) are regularly reviewed by our staff and governors and are available on our website.</p> <p>Sunshine</p>

	<p>If it's hot, sunhats and sun lotion should be worn. Please apply sun lotion on your child in the morning – there are now many long-lasting brands available.</p> <p>Surveys From time to time we run parent/carer surveys so we know your opinions and can continue to make improvements where needed. Please do take a few minutes to complete them, as we really value your views.</p>
T	<p>Taking Children Out of School For your child's safety, parents/carers must let the admin team know in advance if they wish to collect a child early, for example, for a medical appointment. When this occurs, please come to the main school office to collect your child. Children will only be released to an authorised adult where the parent/carer has informed the office of the name and details of the person collecting.</p>
U	<p>Uniform All children need to wear a uniform. Our uniform supplier is Smarty Schoolwear. There is a link on our website to the online shop. Once purchased, deliveries are made to the school weekly. We also have a limited supply of discounted old stock (sweatshirts). Please enquire at the school office if you are interested in purchasing these.</p>
V	<p>Visitors For safeguarding and security purposes, all visitors to the school, including parents, trades and business people must report to the office and sign in and obtain a Visitor badge. This includes parents helping in the classroom or dining hall or attending a meeting. Please see our Visitors Policy available on our website.</p>
W	<p>Water There is water available throughout the school day in each classroom and the children are encouraged to drink regularly. Some children prefer to bring their own water in a named plastic bottle and these are kept in the child's classroom and are easily accessible throughout the day. Please note that it is the parents'/carers' responsibility to clean their child's water bottle.</p> <p>Website The school website is www.gilesnurseryandinfants.co.uk. It has lots of useful information, so please do refer to it if you need to check or find out something, or print off forms such as the afterschool club booking form.</p>
X	

Y	Your Contact Information Please ensure you notify us if you move address, or change your contact telephone numbers. If your emergency contacts change, please inform us.
Z	