

Southover CE Primary School

Potters Lane, Lewes, East Sussex, BN7 1JP

Telephone: 01273 473015

e-mail: office@southover.e-sussex.sch.uk

<http://www.southoverprimary.co.uk/>

Headteacher: Noel Fadden



New Parents Information

Welcome to Southover School. We hope that you and your children will have a long and happy association with us.

The School Day

Our school day starts at 8:45am. Your child will be greeted by the class teacher or teaching assistant on the playground. Every morning, parents/carers will have the opportunity to pass on short messages to the teacher/TA at this time. Our school day ends at 3.15pm. Please wait in the main playground near your child's classroom.

School Uniform - <https://www.southoverprimary.co.uk/uniform-information/>

Southover sweatshirts, fleeces, polo shirts, cardigans, book bags and PE t-shirts with our logo on can be bought from Intersport in Cliffe High Street, Lewes. The Friends of Southover also have a selection of pre-loved items. Unbranded items that match our uniform can be bought from local shops and uniform stockist of your choice. Please name every item that your child brings to school. The chance of a swift reunion of a lost item of clothing with its owner is greatly enhanced by a bold nametag! In addition to the normal uniform requirements, we ask that all children bring in a coat in the cooler and wetter months, as we do like to get the children outside in all weathers. A full list of school uniform is available on our website **Parent Section 'Uniform Information'**

Please also ensure your child has a clean PE kit in school for their PE lessons.

Snacks and Drinks

We operate a healthy eating policy – fruit and veg snacks only. A snack consisting of a piece of fruit or a vegetable is provided every day for Reception and Year 1 & 2 children, but children are welcome to bring their own piece of fruit or vegetable if they might not like what is on offer. KS2 children can bring in a piece of fruit or vegetable for their mid-morning snack should they wish to. **Please can we stress that no food containing nuts or sesame should be brought into school at any time due to children and staff having severe allergies.**

Cow's milk is available to have at morning break time and is free until your child turns five.

Children should have their own named, filled water bottle, (ideally with a sports style lid) to go to and from school each day. Water bottles can be re-filled in classrooms.

Lunch - <https://www.southoverceprimary.co.uk/school-lunches/>

Your child will need either a packed lunch or a school meal. All school meals for Reception and Years 1 & 2 children are free. Children in Years 3-6 pay for their lunch, unless you are registered and entitled to income-related, free school meals.

The menu is available on the school website: **Parent section 'School Lunches'**, and a copy of the term's choices will be emailed home. During morning *registration, children will make their lunch choice of either a meat main or vegetarian option, pasta or jacket potato.

*Please note: If your child is late to school and you would like to order them a school lunch please call Chartwells kitchen on 01273 487002 before 10am.

If your child requires a special menu due to dietary or medical requirements you will also find this within this section **'Chartwells Special Diet Request'**

Please ensure all lunches are paid for in advance. This can be done via your online 'ParentPay' account. You can pay daily, weekly, monthly or even termly. Once your child has started with us, we will issue you with your own log in and password for you to set up your online account. 'ParentPay' is also where you pay for school trips and activities etc.

Instructions regarding how to **'How to add funds to your child's lunch account'** on your ParentPay Lunch account are also found within the School Lunches tab.

Communication

The school office telephone number is 01273 473015. We have an answer machine so messages can be left 24 hours a day. The school office is open Monday – Friday during the school term 8.30am – 3.45pm.

We have an entry system on all gates entering and exiting the school. Please ensure you use the drop-down arrow menu on the calling point for either the School Office or Kitchen/ Pioneer (Breakfast/After School Club.)

Our school website can be found at <https://www.southoverceprimary.co.uk>.

The vast majority of the emails we will send you will be sent via the email address "arbor-education.com on behalf of Southover CE Primary School" . If you would like to contact us via email, you can do this in two ways: via the School website or email us at office@southover.e-sussex.sch.uk .

We have a drop box on the wall outside the office if you are returning any paperwork to school (no need to queue).

Please can you ensure that you update us immediately of any changes to your home address, email or mobile numbers in case we have to contact you during the school day in regards to your child.

Medication and Illness - <https://www.southoverceprimary.co.uk/medical-information/>

If your child needs to take medication of any kind, during the school day, please bring the medication to the office and we will ask you to complete an **'Administering Medicines Form' (on our website, Parents Section 'Medical Information'** and you can complete it at home)

Please note: We can only administer medicine, cream, inhalers etc. if it is in its full original packaging, in date and has clear instructions on it, and you have completed at 'Administering Medicines Form'

If your child is unwell whilst at school, we will call you and ask you or one of your contacts to come and collect your child. Please ensure that we have your most up to date contact details. If your child has sickness or diarrhoea, we ask that your child remain at home for 48 hours from the last bout of illness to ensure they have fully recovered and to prevent others catching it.

Absences from School - <https://www.southoverprimary.co.uk/removal-from-learning/>

If your child is unwell and unable to attend school then please let the office know by 9am in the morning. You also need to inform the office of late arrivals or any planned medical absences. Please fill in a 'Application for Removal from Learning' form requesting authorisation for a leave of absence (available to download on our School Website **Parents Section 'Application For Removal from Learning'**). This is extremely important, as we need to know that your child is safe, and who should be in school and who shouldn't and saves a lot of unnecessary chasing up and phone calls.

'Holidays during term time' The Department for Education will only allow a head teacher to grant a leave of absence if there are exceptional circumstances. In determining whether an absence in such circumstances can be authorised, it is for the head teacher to determine the number of days a child can be away from school if the leave is granted. All details of unauthorised absences are dealt with by the Education Support, Behaviour and Attendance Service who potentially may issue a fine for unauthorised absences.

Any absence from school will disrupt your child's learning. You may consider some absences to be educational but your child will still miss out on the teaching that their classmates will receive. Children returning from an absence are unprepared for the lessons, which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement of other students in the class. This is something we all have a responsibility to avoid.

Bike and Scooters

Children are allowed to store bikes or scooters that they have ridden to school in any of our racks at both entrances. For health and safety reasons please don't leave them on the playground. We advise that they are locked up.

Collecting Children

Please inform the class teacher in the morning if there is a change to your child's normal collection routine. If you have an emergency and need to alter this at any point during the day, please email the office with the new pick up arrangements. This is for emergency changes only - please inform your child and their teacher of any play dates before school.

Parent Consultations

We have two formal parent consultation evenings during the school year but parents are welcome to arrange a meeting with teachers at a mutually convenient time during the school year. Mornings, at drop off time is a very useful time to communicate any small worries. Please email the school office should you wish to make an appointment for a longer discussion or arrange a telephone call home.

The Friends of Southover (PTA) - <https://www.southoverprimary.co.uk/the-friends-of-southover-primary-school-pta/>

The aim of The Friends is to enhance and improve the learning experience of the children at Southover. This is done by fundraising and organising fantastic fun events for parents and children alike throughout the academic year. There's no better way to know what's happening in our school, so we encourage every parent to get involved. You'll meet other parents and teachers, build rapport, discuss issues that are on your mind, and have a voice. You really can make things happen! The Friends hold about six meetings a year, usually on weekday evenings and usually in the pub! But if you can't make them, The Friends have a "Closed Parents Facebook Group" whereby you can volunteer to help and make suggestions; they are always looking for fresh ideas and new, fun ways to raise money. We also ask for a "rep" or two to come forward from each class, to make it easier to pass ideas and information between the committee and other parents. Friends info. is sent home via the school's email address, but they also have their own section on our website with events information, and they have Facebook and Twitter pages. If you have questions, ideas, or ways that you would like to get involved, they would love to hear from you. Please contact them on southoverfriendspta@gmail.com

Extra School Funding - <https://www.southoverprimary.co.uk/extra-school-funding/>

In common with all schools, Southover receives some funding each year for children who are currently eligible for benefit related free school meals, or who have been eligible at any time in the past 6 years. In addition to this, we also receive some funding for children who are 'looked after', adopted or are from a Military Services family. This is known as 'Pupil Premium' funding.

The aim of this money is to support the education and progress of these children. The school can choose how to spend the money as long as we can show the benefit to the children's learning.

We know that all Year R, 1 and 2 children are given a free school meal, irrespective of whether they are entitled to this extra pupil premium funding and this is where some of the confusion lies as to whether parents apply for pupil premium or not. Please apply if you think you might be entitled as this supports your child and the school. More details are available on our Website, **Key Information - 'Extra School Funding'** or you can call Free School meals at East Sussex County Council: 03003309472

After School Clubs - <https://www.southoverprimary.co.uk/enrichment-clubs/>

We have a variety of clubs run at Southover. Our current '**Enrichment Clubs**' timetable is published in our **Parents Section** on our school website and emailed home every half term. Contact details for registering your child for a club is also on the timetable. Please note spaces are limited for all clubs.

We are very fortunate to have Pioneer Childcare, a nationwide childcare provider who organise an onsite breakfast and afterschool at Southover. For more information email enquiries@pioneerchildcare.co.uk or view their website <https://www.pioneerchildcare.co.uk/>

Please do not hesitate to contact us if you have any questions. We look forward to your child starting with us at Southover.

Mr Fadden and the Southover Team.

