

Chaucer Junior School  
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Website: [www.chaucerjunior.org.uk](http://www.chaucerjunior.org.uk)

Headteacher: Miss T. Smith

### Polite Reminder - January 2024

Dear Parent/Carer

We send out polite reminders letters which includes all the items we are legally obliged to share with you and remind you about. For more detailed information, please visit the school website: [www.chaucerjunior.org.uk](http://www.chaucerjunior.org.uk)

#### Leave of Absence (Term Time Holiday)

Current policy applies that, as from 1<sup>st</sup> September 2013, school can no longer authorise any term time holidays unless there are exceptional circumstances.

From 1<sup>st</sup> September 2017, Derbyshire County Council will consider the issue of a penalty notice for any period of holiday absence which has not been authorised by the Headteacher regardless of a child's wider attendance.

Parents needing leave of absence for **exceptional circumstances** should complete a 'Leave of Absence Request' form, at least 2 **school weeks (not including school holidays)** prior to any leave of being taken, **leave cannot be given retrospectively**. Leave of Absence Request Forms are available from the school office or to download from the school website:

A copy of the School's Attendance Policy is available on the school website: [Attendance | Chaucer Junior School](#) or a copy is available from the school office if you make a request.

#### Reporting Absence

If your child is absent from school, please inform us on **each** morning of the absence giving the child's name, class, and the reason for the absence. A message can be left on Option1 on the school phone, or you can email [attendance@chaucer-jun.derbyshire.sch.uk](mailto:attendance@chaucer-jun.derbyshire.sch.uk) with the reason for your child's absence.

#### Sickness and illness

If your child is sick, we do **not** insist they have 4-8 hours absent from school. Children can be sick for many reasons e.g.: headache, over-eating, excitement, or worries. We ask you to use parental judgement. If your child is keeping food down and is well in themselves, we are happy to have them in school. Thank you for your co-operation.

## Pupil Contact Details

A reminder to update the school office of any change of contact phone /mobile numbers or change of home address or email address. Without these we cannot contact you if we need to and you won't receive information texts when we send them.

We communicate via text (T2P) to parent/carers contact with newsletters and information. These links will be sent to the first contact listed at school. We feel this is a more convenient and environmentally friendly way of communicating. If you require any help with opening the links, please contact the school office. A copy of each letter is also available on the school website. Occasionally we will contact specific parents by emails when this is more appropriate.

We also communicate with parents via Seesaw and our school Facebook page is regularly updated with useful information.

**Please remember to update us with any important information changes concerning your child.**

## Process to revoke consent

If at any time you require previously given consent to be revoked, please complete the Pupil consent withdrawal form [GDPR | Chaucer Junior School](#)

Review each type of consent individually (level 1 to 12) and decide which are granted or denied, sign and date the parental consent form: [GDPR | Chaucer Junior School](#) and take it into the school office to be actioned.

If any type of consent is left blank (Level 1 to 12), it will be assumed that the previously agreed consent level is still in operation and acceptable.

If previously no consent has been obtained, against any level (1 to 12) it is assumed that the consent is denied.

## School Meals - Dinner money payment

As you are aware school meals must be paid for either in advance or at the very least on the day the meal is taken. No child can be served a meal without prior payment.

Please make payment via the ParentPay system, ensuring you top up your account by a Monday morning each week. You may also pay in advance if you find this helpful.

If you need any assistance with ParentPay, please contact the school office.

ParentPay log in: [ParentPay](#)

Price of school meals is: £3.25 per day - £16.25 for the week.

## Free School Meals

Do you know if you can claim free school meals? If you're just not sure make yourself known to school office and they can carry out a quick check on your behalf. Not only would you get free school meals but access to other services and provision free of charge!

**For more information, please follow the link:** [Free School Meals | Chaucer Junior School](#)

It's easy to apply at [www.derbyshire.gov.uk/freeschoolmeals](http://www.derbyshire.gov.uk/freeschoolmeals) or telephone the free school meals team on 01629 536481.

Even if you do not want your child to stay for a school dinner and would still prefer them to have sandwiches it is still important that you apply. The school receives a pupil premium for every child eligible for free school meals at present so you would be enabling the school to finance an even greater level of provision for our children.

## Breakfast Club

Breakfast club is a fun, cost effective and reliable way at £3.00 to help you manage your families work, life balance. It runs every day from 8:00am to the start of school.

Children from Chaucer Infant school (age 5 and above) are welcome and we will escort them to school. Please note your child must be at school for 8.20am in order to receive a breakfast. Please make payment via the ParentPay system in advance. If you need any assistance, please contact the school office.

Children attending **Breakfast Club** should not arrive before **8.am**. Mrs Topley will open the Hall side door from **8am** to greet children.

## Mobile phones in school

Chaucer Junior School accepts that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. It is acknowledged that providing a child with a mobile phone gives parents/carers reassurance if they walk to and from school without adult supervision. Therefore, children can bring their mobile phone to school if it is necessary e.g., for walking home. The teacher will keep the phone in a locked box in the classroom. The child will not have access to it during the day for any reasons. They will be given it back at the end of the day as they exit the building. Phones should be switched off before handing over to the class teacher and clearly marked so that the pupil knows their own phone. Parents/Carers are advised that Chaucer Junior School accepts no liability for the loss or damage to mobile phones which are brought into school or onto school grounds.

## Social Media

Polite reminder to parents that many social media sites enforce age limits on the use of their sites and apps. This is to keep children safe and Chaucer Junior School does not condone underage use of these platforms.

Please see Chaucer Junior School Online Safety Policy for further information.

## Safeguarding and Promoting Welfare of Children

At Chaucer Junior School we are committed to our duty of safeguarding and promoting the safety and welfare of all children.

More information is available on our website: [Safeguarding | Chaucer Junior School](#)

If you have any concerns about the safety and welfare of any child that attends our school, please contact any of the following people:

You can email our safeguarding lead staff on [dsl@chaucer-jun.derbyshire.sch.uk](mailto:dsl@chaucer-jun.derbyshire.sch.uk) or speak to any member of staff who will be able to direct your concern to the appropriate person. **Bethany Collick** is the nominated school governor in this area.

You can read our Child Protection and Safeguarding policy here: [Child Protection and Safeguarding | Chaucer Junior School](#)

## Healthy Snacks

Can we politely remind you that we are a healthy school and as such encourage children to bring a healthy snack for break-time. If children do bring in unhealthy snacks e.g., chocolate bars, crisps, popcorn, chocolate covered cereal bars these will be confiscated and given back to the child at the end of the day.

## Films

During the school year the children will occasionally watch a film chosen by the children. Teaching staff will always make sure the films are suitable, but they might be classified PG (Parental Guidance). If any parent does not wish their child to watch a PG film, please see the class teacher.

## School Trips

The school does not make any profit on school educational visits; the cost of the whole visit is divided by the number of children in the class. Certain costs of the trip have to be paid for up front by school and are non-refundable to the school, which means if your child does not attend the trip the cost will unfortunately not be able to be refunded to the child. However, any costs payable on the day of the trip can usually and will be refunded to the parent if a child misses a trip due to illness.



## Chaucer Mascot

Sometimes when Mrs Wheatley comes to Chaucer in her role of Community and Gardening Ambassador, she brings her dog Bandit along with her. Bandit is a Havanese breed of dog and non-moulting, reducing the risk of allergic reaction. The children love seeing Bandit around school and is quickly become part of the team at Chaucer and our mascot. In order to keep everyone safe when Bandit visits school, I am writing to ask everyone to inform school of any reason why their child should not come into contact with Bandit. School have carried out the necessary risk assessments to ensure everyone is safe. I hope you will all enjoy seeing Bandit around school and in the community and welcome him as part of Team Chaucer.

## Head lice

This is a problem for the whole school from time to time and the only way to eradicate the problem is for everyone to be extra vigilant. The current recommended treatment is frequent condition and comb of the effected hair and the rest of the family. This should eliminate the problem within two weeks.

It is school policy to send a child home if live head lice have been seen, for you to return them when the live lice have been removed. Your co-operation would be appreciated.

Please follow the link for some helpful advice: [Head lice and nits - NHS \(www.nhs.uk\)](http://www.nhs.uk)

## Parking during drop off and pick up times

Firstly, may we remind you that the yellow zig-zags outside the school gates should be left clear at all times.

Secondly cars should not be parking on the pavements when dropping off or collecting children. Can we politely request that you do not park in the school carpark as school staff always require access.

Please be considerate of the residents in our local area and the need for emergency vehicles to have access, when parking your car whether dropping children off for school or attending an afterschool event. Do not block access ways or driveways.

We have also advised any residents who have raised concerns over parking to report any incidents to

Civil Enforcement Officer service or the police.

### Dogs on Site

Can we politely remind dog owners that dogs are not allowed onto the school site at any time (this includes being carried in arms) or to tie them up to the gate to the school.

### Bike Racks/Scooter Racks

We are really happy with the number of children coming to school on bikes and scooters, as this is a great healthy way to get to and from school and we actively encourage this. However, please be aware that it is the responsibility of the owner to secure their bike or scooter. Children **must not** ride their bikes or scooters on school grounds.

We must make parents aware that:

*Bikes and Scooters are left here entirely at the owner's risk.*

If you would like to view any policies outlined in this letter, please follow the link:

[Policies | Chaucer Junior School](#)

Thank you for your assistance with this as we work together to keep our children safe.

Yours sincerely

T. Smith  
Headteacher

A paper copy of this letter is also available on request from the school office.

