

Chaucer Junior School
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Ilkeston
Derbyshire
DE& 5JH
Tel: 0115 9324387



Email: info@chaucer-jun.derbyshire.sch.uk
Website: www.chaucerjunior.org.uk

Headteacher: Miss T. Smith

Polite Reminder – February 2022

Dear Parent/Carer

We send out polite reminders letters each term 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

Leave of Absence (Term Time Holiday)

From 1st September 2017, if requested, 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.

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

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:

<https://www.chaucerjunior.org.uk/attendance/>, the school notice board (situated at the entrance to school) and a copy is available from the school office if you require.

Reporting Absence

If your child is absent from school, please inform us on **each** morning of the absence from school giving the child's name, class and the reason for the absence. A message can be left on **Option 1** on the school phone. Thank you.

Sickness and illness

If your child is sick, we do **not** insist they have 48 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 are now communicating via email to parent/carers contact (1) with newsletters and information. We feel this is a more convenient and environmentally friendly way of communicating

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 **Parental Consent form** filed under the about us section, called Parents: "Useful information for parents" on our web site.

Follow the link:

<https://primarysite-prod-sorted.s3.amazonaws.com/chaucer-junior-school/UploadedDocument/7e9a5b3ce84b4169ac2e57db9a20d949/parental-consent-form.165079297.pdf>

Review each type of consent individually (level 1 to 9) and decide which are granted or denied, sign and date the form and take it into the school office to be actioned.

If any type of consent is left blank (Level 1 to 9), 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 9) it is assumed that the consent is denied.

School Meals – Dinner money payment

As you are aware (from 1 April 2013) school meals have to 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.

Price of school meals are £2.20 per day - £11.00 per 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 see the Parents area and the Free School Meals Section on the website www.chaucerjunior.org.uk.

It's easy to apply at www.derbyshire.gov.uk/freeschoolmeals or ask the school office for a form, 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 supporting the school.

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 sharp to the start of school.

Children from Chaucer Infant school (age 5 and above) are welcome to accompany an older brother or sister 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 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 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 school agree with the Facebook code of conduct that children should not be using this site until they are 13 years old or any other social media platforms including Whats app. Please see Chaucer Junior School Online Safety Policy for further information

Online safety

Our online safety policy requires us to report any incidents of inappropriate use of ICT in school. A brief report can be found in the School Policy section of the school website.

On-line Safety- Chaucer junior school:

<https://primarysite-prod-sorted.s3.amazonaws.com/chaucer-junior-school/UploadedDocument/20a40366-a09c-479c-9a98-b200b0c3dfab/online-safety-policy-chaucer-junior-school-2020.pdf>

On-line Safety Contract for Pupils:

<https://primarysite-prod-sorted.s3.amazonaws.com/chaucer-junior-school/UploadedDocument/459b9805-8bb9-41ae-8b38-007cf2f77451/on-line-safety-contract-for-pupils.236007781.pdf>

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 in the **Key Information 'Safeguarding'** section:

<https://www.chaucerjunior.org.uk/safeguarding/>

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

Any member of staff who will be able to direct your concern the appropriate person. A School Governor (a list can be seen on the school website). **Mr Jason Smith** is the nominated governor in this area.

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. We do not want to see children with chocolate bars or crisps as snack.

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.

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.

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.

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 require access at all times.

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.

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.

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

Yours sincerely

T. Smith
Headteacher

NB. A copy of this letter is available to view in larger print on the school website:

In the: Parents section 'Polite Reminders'

A paper copy is also available on request from the school

