

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

**Headteacher - Mrs A. Upton**

### **Polite Reminder – February 2019**

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](http://www.chaucerjunior.org.uk) in the "About us" section.

#### **Leave of Absence (Term-time Holiday)**

*From 1<sup>st</sup> 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 the 1<sup>st</sup> 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 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: [www.chaucer-jun.derbyshire.org.uk](http://www.chaucer-jun.derbyshire.org.uk), the school notice board (situated at the entrance to school) and a copy is available from the school office if you require.

#### **Punctuality and Lateness**

Thank you to all children who are punctual for school. ***Unfortunately, we have had an increasing number of children arriving after the gate has closed, therefore being late for school. We are monitoring this and any parents of pupils persistently arriving late will be invited for an informal chat to find out why and offer support in getting their child arriving promptly at 8.45am.***

We have a number of children who are arriving to school before 8.45am and are collected late after 3.20pm. The school gates will be open from **8.45am** in the morning.

Children should not arrive at school **before 8.45am**, as there will not be any adult supervision, unless they have a morning monitor role then the agreed time to arrive in school is **8.30am** and for the children to sign in at the front desk.

Please ensure your child is in school at 8.45am ready to start working for 8.55am. The side gate will be closed at this time and children will then have to come in through the main entrance. We encourage punctuality so that we can get all children in and settled promptly ready for learning. If a child arrives into class late, they miss instructions for the day and disrupt the children that are here on time.

School day starts at 8.55am and any child arriving after registration receives a **(L)** late before register closes mark in the school register.

#### **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.

If for any reason you are unable to leave a message, please send a note into school on the day your child returns to school stating the reason for absence and the date of the absence or write a message in your child's organiser. Thank you.

#### **Pupil Contact Details**

Would you please ensure we have up to date contact details and current mobile telephone numbers, without these we are unable to contact you if we need to and you won't receive information texts when we send them. **Please remember to update us with any important information changes concerning your child.**

## **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 £2.10 per day - £10.50 per the week.**

## **Free School Meals**

Do you know if you can claim free school meals? If your 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](http://www.chaucerjunior.org.uk).**

It's easy to apply at [www.derbyshire.gov.uk/freeschoolmeals](http://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 £2.50 to help you manage your families work, life balance. It runs every day from 8:00am sharp to the start of school. A variety of breakfast meals are available along with supervised play.

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 with ParentPay please contact the school office.

Children attending **Breakfast Club** should not arrive before **8.am**. Miss James will open the 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 the teacher has a letter explaining why it is needed 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.

## **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 '**about us**' section. [www.chaucerjunior.org.uk](http://www.chaucerjunior.org.uk)

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 to the appropriate person.

A School Governor (a list can be seen on the school website). **Mrs Amy Nuttall** 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 snacks.

## **Films**

During the school year the children will occasionally watch a film chosen by the children. Teaching staff 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 child's 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 these 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**

We have had a number of parents reporting that their children have head lice. This is a problem for the whole school 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.

## **Bike Racks/Scooter Racks**

We are really happy with the number of children coming to school on bikes and scooters, this is a great healthy way to get to and from school and we actively encourage this. However, it is the responsibility of the owner to secure their bike or scooter.

Due to new guidelines from Derbyshire County Council 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

A. Upton



