

Guide for Parents and Carers



We have prepared this guide to provide information to the Parents and Carers of children of our school. If you have any questions that are not covered here please do not hesitate to contact us.

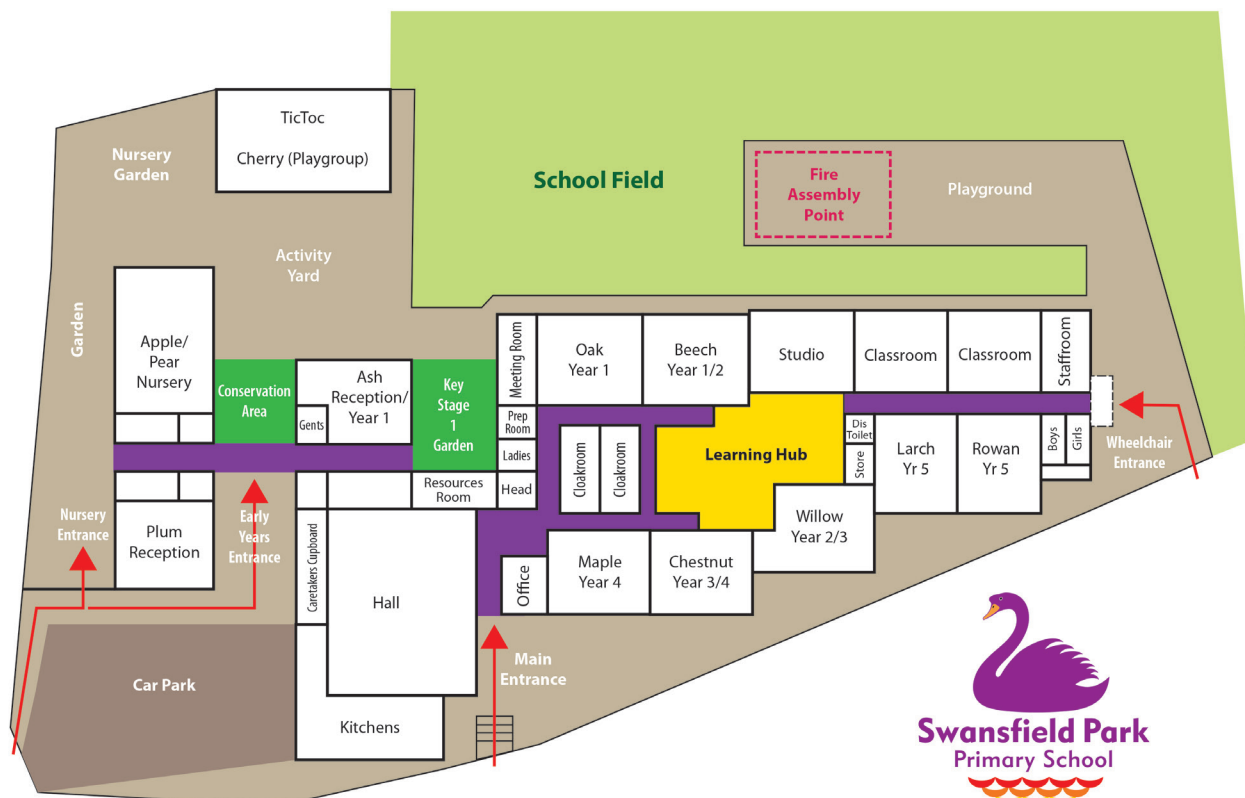


School Hours

Reception, Key Stage 1 & 2	8.45am – 3.00pm
Nursery (am)	8.45am – 11.15am
Nursery (pm)	12.30pm – 3.00pm

For the safety of our children, the entrance doors to school will be locked at 8.45am. If you arrive after this time please use the main entrance and sign your child into school.

Map



The Avenue, Alnwick,
Northumberland NE66 1UL



01665 602267 or
01665 603413



Admin@swansfield.northumberland.sch.uk



Head Teacher

Mrs Jenny Smith

Teachers



Cherry Class

Miss Hornsby

Rising 3s (am)



Apple Class

Miss Freeman

Nursery (am)



Pear Class

Miss Whitlow

Nursery (pm)



Plum Class

Mrs Threlfall

Reception



Ash Class

Mrs Grimes

Reception/Year 1



Oak Class

Miss Langman

Year 1



Beech Class

Mrs Young

Year 1/2



Willow Class

Mrs Makepeace

Year 2/3



Chestnut Class

Mr Johnson

Year 3/4



Maple Class

Mr Warburton

Year 4



Larch Class

Miss Back

Year 5



Rowan Class

Mrs Murdy

Year 5

Office Staff



Office

Mrs Young

Reception



Office

Miss Givens

Reception





Meals

Our in-house catering service offers a choice of nutritional, tasty two course meals. We use seasonal and locally produced produce wherever possible and there will always be a vegetarian option. All children in Reception, Year 1 & Year 2

are entitled to a free school meal under the Government's Universal Infant Free School Meal initiative.

We subsidise meals for all pre-school children (Nursery & Playgroup) who will be offered meals at a reduced cost of **£1 per day**. For children in Key Stage 2 school dinners cost **£2.20 per day**.

All children are offered milk (and fruit for Key Stage 1) during the morning sessions. Letters are sent out at the end of each term asking if you would like your child to have milk the following term.

Milk is free to all children under the age of five.



We would appreciate payment either weekly or termly in advance. Details of the termly costs will be placed on the notice boards outside the classrooms.

Please ensure that any money sent into school is put in an envelope with your child's name and class written on the envelope. These should then be placed in the tin in your child's classroom.

Online payments can be made via www.schoolmoney.co.uk

Water

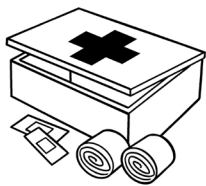


Please support us in encouraging children to drink water at school. Children will have access to water throughout the day from the water coolers in school. Water bottles can be purchased from the office at a cost of £1.50.

For dental health reasons juice and flavoured water are only allowed as part of a packed lunch and not as a drink throughout the day.



Health & Safety



Prescribed medicines can only be administered if a medication form has been completed.

Disclosure & Barring Service (DBS) checks are necessary for parents who are helping in school or accompanying children in trips. If you would like to help in school please ask us about obtaining clearance.



Car parking is available in the car park by Swansfield Park play area. Please do not park on The Avenue.

As we work towards reaccreditation for our Health & Wellbeing Audit please help us by...

Encouraging children to drink **water**, please do not put juice or flavoured water into water bottles.

Remembering to keep your child at **home for 48 hours** following sickness.

Removing jewellery (except watches) in school. Children will be asked to remove earrings and nail varnish for health and safety reasons.

Keeping dogs off the school site – many children are frightened and dog fouling is a health risk.

Walking to school or parking responsibly in the playground car park or on Prudhoe Street. Please remember that the staff car park is strictly out of bounds at all times.

Respecting our neighbours – please don't access the school site via the Police Station Houses.

Keeping the gates closed to ensure that the site is safe at all times.

Remembering that **children will be learning in the outdoor environment** so please ensure that they have warm and waterproof clothing in the winter and a sun hat and suncream in the summer.

Supervising your children in the yard before school and remember that football is not allowed at this time of day.

Encouraging your child to eat school dinners or providing a healthy packed lunch in line with current nutritional guidelines.



Uniform Policy

All children are encouraged to wear the school uniform and we hope that by wearing the uniform they will take pride in being a member of Swansfield Park Primary School.

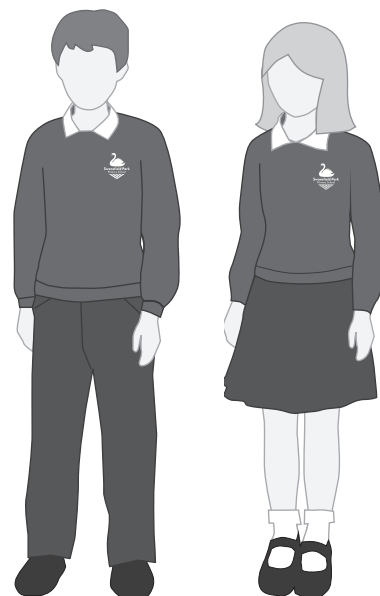
Uniform with the logo can be ordered from the school office or online at www.border-embroideries.co.uk Other items may be purchased from any school uniform provider.

Our school uniform consists of:

- Purple sweatshirt or cardigan with school logo
- Purple or white polo shirt with or without school logo
- Grey trousers, skirt or shorts
- Black flat shoes (no boots or sandals)
- Boys - black or grey socks
- Girls - black or grey socks with trousers
white socks or grey tights with skirts, pinafores or kilts
white socks with summer dresses
- Purple book bag with school logo
- Purple PE kit with school logo

The following items may also be purchased:

- Reversible jacket
- Tartan skirt, kilt & pinafore
- Water bottle
- Purple gingham summer dress



Hair style is a matter that requires good taste and a judgement as to what is in the best interest of the pupil as well as in the interest of the school overall. Allowing a child to adopt the latest fad or trend is not always consistent with both these points. Dramatic hairstyles are therefore not acceptable, nor are tracks or lines. Hair should be natural colour and long hair must be tied back at all times. Earrings and jewellery will not be permitted in school and we will ask for these to be removed.

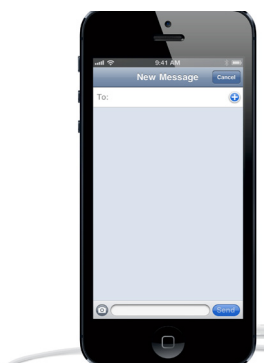


Absence

If your child is not going to be coming to school please telephone the office before 8.45am. If school have not been informed of an absence by 9.30am, the office staff will contact you to establish the reason for the absence.

If your child has sickness or diarrhoea they may not return to school until 48 hours after the last episode of illness. If your child has head lice we will ask you to keep your child at home until they have been successfully treated.

Parents are not entitled to remove children from school for holidays and these absences will not be authorised.



Mobile Phones

Mobile phones can only be brought in to school under exceptional circumstances for Year 5 & 6 children with disclaimers.

Please contact office staff for more details.

Communication



You can telephone the school on **01665 602267** or **01665 603413**.



Email: **admin@swansfield.northumberland.sch.uk**



Website: www.swansfield.northumberland.sch.uk



We also have an active [Facebook page](#) and we use **Teachers2Parents** to send texts and email letters home so please ensure your contact details are kept up to date.





Friends / PTA

Every parent/carer is automatically a 'Friend' of Swansfield Park Primary School which is a charitable Parent/Teacher organisation with the key aim being to raise funds to pay for extra treats or essential equipment for the school.

We have a very small committee of volunteer helpers who would welcome help from new parents. Please let the office know if you would like to hear about helping at future events.



Before & After School Club

'Tic Toc' operates on the school premises offering parents the facility to leave children both before and after school and during the school holidays.

For further details please call in to Tic Toc or telephone **01665 606032** or **07786 866219**.

