



## Welcome!

At Down Ampney Primary School, we aim to help our pupils develop as independent and co-operative learners and our priority is to ensure that your child settles well and learns to love school. We understand what a large step your child starting school is for the whole family and want to ensure that you all feel welcome and are informed about how we work. If you have any questions not addressed by this document, do not hesitate to contact Mrs Gray or Mrs Woodruffe in the office.

## Who's Who

<b>Headteacher/SENCO</b>	Mrs Rebecca Gray
<b>Class 1 teacher</b>	Miss Sophy Homan-Green
<b>Class 2 teacher</b>	Mrs Rebecca Gray and Mrs Helen Russell
<b>Class 3 teacher</b>	Mrs Josie Shurmer (maternity leave position currently advertised)
<b>Teaching assistants</b>	Mrs Corinne Walters, Mrs Annie Paterson and Mrs Helen Oodian
<b>School business manager</b>	Mrs Sharon Woodruffe
<b>Midday supervisor</b>	Mrs Sue Mills

## Contact Information

The school office is managed by our School Business Manager, Mrs Sharon Woodruffe, who is happy to answer any questions you might have.

The School Office hours are:

**Monday-Friday:** 8:30am – 3:15pm

**Telephone:** 01793 750294

**Email:** [admin@downampney.gloucs.sch.uk](mailto:admin@downampney.gloucs.sch.uk)

## Communications

School communications are via the ParentMail platform. This is an email system that allows the school to send secure emails to parents. It is very important that we have your up-to-date contact details, including mobile phone numbers and home address. We also need two additional emergency contact details for your child.

Parents receive a weekly update. This includes dates for the diary, information about after school clubs, school trips and any other school business.

In the event of an emergency school closure, notification will be communicated via Gloucestershire County Council school and library closures page on <https://closures.gloucestershire.gov.uk/>

Advance school closures will be communicated via ParentMail. You can also keep up-to-date by visiting the school website <http://www.downampneyprimaryschool.co.uk>

The school Facebook page contains lots of information and photos to share the activities that we have been doing in school.

Padlet – as Reception parents, you will be given a URL and password for the reception Padlet which we are using as an online learning journey for the 2022 intake.



### **Dropping off and collecting**

The school gate opens at 8:30am, with the school day beginning at 8:45am. There is always somebody on the gate to welcome your child. We finish at 3:15pm and your child will be dismissed from the school hall, via the back gate. Please let the school office know if someone different will be collecting your child.

Please be aware that there is a phased start on the first two days in September and that part-time attendance is possible beyond this. Do discuss your thoughts and needs with Mrs Gray at the settling in sessions.

### **Lunchtime**

School lunches are provided by Aspens and are very popular with children. They are cooked at Farmors Secondary School and brought over by Mrs Mills who also serves the children in the hall. Menus run on a 3-weekly rota and are pre-ordered via ParentMail.

Packed lunches may be brought to school in clearly labelled boxes. Please be aware that we are a nut-free school and snacks/lunches should be packed accordingly. If your child has a food allergy, please request an allergy form.

Please ensure that you have completed the Gloucestershire County Council online form to receive the universal free school meals.

### **Playtime: milk and fruit**

Snack time is at 10:30am where we provide fruit for all KS1 pupils. If you wish to supply your child with a snack then please ensure that they are nut-free and healthy.

All pupils under 5 are entitled to free milk. After this you may purchase milk for your child if they still wish to receive it.

Please provide a labelled water bottle for your child when they start school. They will be sent home daily for washing. Please ensure that your child only brings in water to drink throughout the day.

### **Breakfast and after school clubs**

We offer a breakfast club that is available from 7:45pm in the school hall at a cost of £3.00 per child. Our after-school club runs Monday-Friday from 3:15-5:00pm. This is charged at £7.00 for the first child (£5.00 for a second sibling, £3.00 for any other siblings) and follows a variety of activities throughout the week. All bookings need to be made online through ParentMail and bookings close the Friday of the week before so that we can ensure we have the correct staffing and provisions.

### **School Uniform and PE Kit**

We are currently under consultation regarding a uniform change. Further information will be shared with you at a parents evening which will be held towards the end of term 6.

### **Parents' evenings and reports**

We hold parent/teacher evenings in October and March. These typically last 10-15 minutes with the class teacher and is an opportunity to discuss your child's progress and how you can help them further at home. We publish an annual school report in the summer term.

### **Illnesses or Pupil Absence**

Please telephone the school office first thing in the morning each day your child is absent from school or email or register this via the ParentMail app. If there is no answer by phone, then please leave a message.



Should you need to request to take a child out of school during term time you will need to complete the leave of absence form for authorisation from Mrs Gray. In line with Gloucestershire CC policy, authorisation is only granted in exceptional circumstances.

### **Medicines in School, allergies and dietary information**

If your child is prescribed medicine by a GP, the school are happy to administer the next dose. Forms for administering prescribed medicines are available from the school office. Under new government guidance we are no longer able to administer other types of medicine, such as pain relief. We are happy if you would like to administer this yourself in school hours.

If your child uses asthma medication, please send in a spare inhaler. If your child has a bump or slight accident, then we will catch you at the end of the day or put a note in the bookbag. If we feel it is necessary, we may also contact you via phone.

If your child is unwell, please do not send them to school. If your child has vomited or had diarrhoea, please keep them away from school for at least 48 hours after the last episode.

If your child has allergies, dietary or a medical condition then please do inform the school and send copies of medical reports. Ideally medical appointments need to be done out of school time, but we do understand that sometimes this is not possible.

### **Educational Visits**

Enclosed in this pack is a universal consent form which covers most school visits that your child may attend during their time at Down Ampney. Some visits may require specific consent, transport arrangements or a request for payment. For these, forms will be sent out separately and payment should be made via ParentMail.

### **ParentMail**

ParentMail is our school's payment system. This is used to pay for school lunches (once your child reaches Key Stage 2), after-school clubs and school trips.

Shortly after your child commences school, you will receive an activation code for your account.

### **Our School Website**

Our school website can be found at <http://www.downampneyprimaryschool.co.uk> where you can find useful information about our school including useful learning tools for your child. You will also be able to find our school policies and procedures.

### **Any questions?**

Do not hesitate to contact Mrs Gray, [head@downampney.gloucs.sch.uk](mailto:head@downampney.gloucs.sch.uk) or Mrs Woodruffe on [admin@downampney.gloucs.sch.uk](mailto:admin@downampney.gloucs.sch.uk)