Key Information for Parents

School Day

The school day begins at **8:30am** and children are expected to be in their classes by then. Any children arriving at school after 8:50am **MUST** be signed in at the school office. At the end of the day, children must be collected promptly at **3:30pm** unless booked into an after school club.

Attendance

Our school target is **97%**. Attendance is closely monitored and parents will be contacted if your child's attendance falls below 90%.

Term Time Absence

Requests for term time absence need to be made using the Leave of Absence form available from the school office or our website. Holidays should not be taken during term time and will be recorded as unauthorised.

Illness, Appointments, Absence

If your child is ill, needs to leave school early or arrives late for any reason including dental or medical appointments it is important that you inform the school office via email at **office@knowlhill.org** or by telephone on **01628 822584**. If your child has diarrhea or vomiting they must not return to school until **48 hours** have passed from the last episode.

Medication in School

We are able to administer **prescription medication only** for children who require it. Parents will need to complete the Request for Medication form available from the school office. Medication must have a pharmacy label with child's name and administration of medicine instructions.

Food in School

KS 1 children are offered a piece of fresh fruit or vegetable each day. As we promote healthy eating in school, please ensure that packed lunches do not contain fizzy drinks, chocolate or sweets. If your child would like to share birthday treats with their classmates, please can we ask that these are in packaging so that we can check for allergies. These should be given in at the school office please.

NO NUTS

PLEASE DO NOT BRING NUTS OR NUT PRODUCTS INTO SCHOOL AS WE HAVE CHILDREN WITH SEVERE NUT ALLERGIES.

Pick Up Arrangements

Please inform the office by email if they will be going home with another parent or career. Alternatively, please ring the school office who can pass on a message.

Parking/Driving on School Grounds

Parents are not permitted to drive into the school grounds to drop off or pick up their children, including for before or after school clubs. Please park at the village hall carpark.

School Office

Open MONDAY TO FRIDAY 8:30am-4pm

POST BOX – this is located on the wall outside the main entrance to the school office. Please use this box for any paperwork that you are asked to return to the school office. The box is checked daily. Please note that the office is not able to provide change as the school is a cashless site.

Be Prepared!

Please make sure that your child brings everything that they need with them for the start of the day – lunchbox, water bottle (containing water only), book bag, pencil bag etc. – and please ensure that **every item is clearly labelled with their name.**

Lost Property

Our Lost Property box is located inside the school office entrance should you be missing any items.

Safety on School Premises

Please supervise your child before school starts at 8:30am and once school finishes at 3:30pm. Please do not send your child over the footbridge until the kiss and drop staff are on duty. All children and parents must use the footbridge to cross the road.

Please do not allow your children onto the playground equipment before and after school.

Knowl Hill C of E Academy

"Together We Succeed"