



NEW PARENTS FREQUENTLY ASKED QUESTIONS

Hot Lunches

- Supplied by Sodexo
- Order to office with cash/cheque one week in advance
- Cut-off is midday on Monday for the following week
- Order deadline for the first week of a new term is midday on the final Monday of the previous term
- Menus available termly in advance – available at office and on the school website
- Cater for special diets ie gluten/dairy free etc
- Lunches provided by parents – healthy school – no chocolate, fizzy drinks or sweets please
- Cost is £2.00 per day except for those children who are in FS, Y1 or Y2 where, under the Universal Infant Free School Meal scheme, a free meal is provided each day during term time
- The school will automatically order a main meal for every child in the UIFSM group but parents can override that order with a change or cancellation as required.

Milk

- Milk is provided by Cool Milk
- Free of charge to under 5s
- Order by phone or via website – it is not an automatic order as you will need to register your child
- Pay immediately invoice received otherwise milk cancelled
- Chargeable from 5th birthday
- www.coolmilk.com
- Online code for our school is S1006384
- Telephone number is 0333 400 1199

Absences

- Absences must be reported as early in the morning as possible
- Answerphone available on main school phone number
- If no absence message received, we will call all contacts in priority order to ensure the child is safe
- If the child is ill and not likely to be in for more than a day, please give us estimated number of days that he/she will be off
- Children can always come in if they feel well enough (except in cases of vomiting or diarrhoea where the 48-hour rule applies)
- Guidance available from the School Nursing Service and Public Health England
- If your child needs a medical or dental appointment, please try and make these during the school holidays to save their attendance being affected (some GPs now offer Saturday appointments)
- If you need an emergency medical or dental appointment for your child, please try and make it after school or at the end of the school day, or during their lunch hour

Collecting/Dropping Off Children:

- If you drop off your child after 0900 or collect before 1510 (for FS/KS1) or 1520 (for KS2), you must do this via the school office
- No children in school before 0840 when the gates are opened

- Notify the teacher if anyone other than normal is collecting child
- Gates to the school are open between 0840 and 0900 and 1500 and 1540 only
- Signing your child in/out of school must be completed via the InVentry digital visitor management system at the office (staff will be available to assist you with this)
- The InVentry system system has been installed to enhance our already strict safeguarding procedures and is used to:
 - Provide live data for fire evacuation drills
 - Provide photographic ID badges for visitors who do not have an ID lanyard
 - Capture photographic evidence of adults collecting children during school hours
 - Ensure visitors read and agree to school procedures
 - Provide accurate and reportable information, including the reason, about late arrivals and early departures
 - Replace the paper signing in/out sheets
- The InVentry system is not available for Acorn children attending breakfast, after-school or holiday clubs

Meet & Greet and Goodbye Teams

- Each morning between 0840 and 0900 and each evening between 1500 and 1540, our Meet & Greet and Goodbye team members man the gates to the site
- Unmanned gates (such as the staff car park) are always locked
- The teams are available to welcome you and your child on site
- The teams can take messages for you and answer questions
- You can drop your child off at the gate safe in the knowledge that the site is secure and your child can progress safely to class on his/her own
- At the end of the day, the Goodbye team will ensure that children do not leave school unaccompanied unless authorised to do so by their parent

Admissions:

- Admission forms to be completed and returned to school prior to child joining
- Birth certificates/passports required for new FS children or for their first registration at a school

Fruit

- Free piece of fruit per day for FS and KS1 pupils
- Eaten at snack time (usually mid-morning), with milk if ordered so that children will eat another piece of fruit at lunchtime
- Examples are bananas, apples, pears, oranges, carrots, tomatoes

Communication

- Via Parentmail PMX to save paper/costs
- If your printer is broken, call at the office for a hard copy letter
- Letters posted onto the website under Parents>Recent Letters within 48 hours of being emailed
- Write messages in your child's homework diary/reading record for your child's teacher or teaching assistant
- After school for quick chat with staff, or a longer appointment can be arranged at a mutually convenient time via the school office
- Messages can also be relayed via our TA Meet & Greet and Goodbye teams at entrances to the school site
- Follow us on Facebook to keep up with all our daily news!

Website

- www.malcolmsargentschool.co.uk

Uniform and Kit

- Supplier is Shotbowl from Market Deeping
- PE kit – leave it in school in drawstring bag
- All PE kits are sent home automatically at the end of each half term
- Children need some sort of bookbag (and pencil case from Y1) but no other stationery as everything they need will be provided by the school
- All items to be named please – named items will be returned to the child
- Un-named items are placed in the lost property bins at the office
- All un-named items are bagged up on a termly basis and donated to the PTFA
- Selected secondhand items are for purchase at a nominal price from the PTFA

Acorn Childcare Centre Limited

- Dedicated nursery from 6 weeks to pre-school
- Breakfast club available from 0730 each school day
- After-school club available from 1510 to 1800 each school day
- Holiday club available during school holidays
- Registration via email address acornchildcarecentre@btinternet.com
- Telephone is 01780 766493
- The Acorn Childcare Centre arranges a wide variety of after-school clubs each day
- Examples are art, trampolining, languages, dance, football, gymnastics and drama
- Clubs vary term by term and are notified to you
- If your child is interested in joining any clubs, please contact Acorn Childcare Centre on 01780 766493 or by email to acornchildcarecentre@btinternet.com
- Registration forms and full details of each term's available clubs are on Acorn's website

Changes in Circumstances

- Notify the teacher if any changing circumstances or if there is any significant event at home or in your family which may affect your child
- Details on admissions form must be kept up to date
- Call/telephone the office or hand in written changes to the office
- Annual pupil update forms are sent out to parents

Medicines

- The school will administer medicines if required upon the receipt of a signed Medicine Form at the office
- If a parent wishes to administer medicine to his/her child at lunchtime please come to the office at 1130 (before lunch) or 1345 (after lunch)
- If your child is on regular medication (before/after school) or has a medical condition or an allergy which requires an epi-pen or similar, an Individual Health Care (IHC) plan must be completed which will be provided to the emergency services if necessary
- Guidance from the School Nursing Service is that medicine which needs dosing three times per day can be given at breakfast, after-school and at bedtime to avoid parents having to come into school during the day
- If your child has a medical condition which falls under the school's Supporting Children with Medical Conditions Policy, please contact the school office for the contact details of the School Nursing Service so that an Individual Health Plan can be written for your child

Walking Bus

- Walking Bus is available each morning from 0825 from Danish Invader
- Sign up forms available from school office

- Additional parent helpers required – speak to the school office for further information
- Full DBS (formerly CRB) clearance would be required

School Office

- Office is open term times only and INSET days, Monday to Friday 0830 to 1630
- Answerphone available outside these times

Fly the Flag

- If your child has a birthday, he/she can “Fly the Flag”
- A member of the school’s leadership team will bring your child out of class with a few friends and raise the school flag
- Photos will be taken and sent home to you
- The cost is £3 (or two children for £5)
- Contact the office to book
- All proceeds to school fund

House Councillors and Tuck Shop

- The House Council is a group of democratically elected pupils
- The House Council meets each week to plan events (house or fund-raising)
- Funds raised by events/sponsorship are spent on items decided upon by the pupils
- School Council runs a tuck shop, open before school and at break time in the playgrounds
- Tuck shop sells healthy snacks and fruit
- Tuck shop also sells small items of stationery

Music and Choir

- The school arranges for peripatetic music teachers to visit the school on a weekly basis to teach amongst others piano, recorder, drums, clarinet, oboe, flute, violin, singing (voice) and guitar
- Lessons on some instruments are limited by age
- Please contact the school office for further information
- The school has several choirs, starting at Y2 through to Y6 competition choirs
- Choir rehearsals are usually at lunchtimes
- Please contact the office if your child wishes to join the choir

Volunteers

- The school runs an active volunteer program for students, parents and other family members
- Volunteers in school either come in on a weekly or an ad hoc basis to help in the classroom
- All regular volunteers need enhanced DBS (formerly known as CRB) clearance
- Parents cannot normally volunteer to be in their child’s classroom
- Please contact the office if you are interested in helping out at school.

PTFA

- Join by contacting ptfa@malcolmsargent.lincs.sch.uk
- Follow the PTFA on Twitter: @MalcolmS_ptfa
- Follow the PTFA on FaceBook at: Malcolm Sargent School PTFA

Split Families

- If your family is split (ie the parents reside separately from each other) arrangements can easily be made to keep both parents updated with activities and information – contact the office for details

Pupil Premium

- The Pupil Premium is a fund of money which is allocated specifically to pupils who fall into any or all of the following categories:
 - Is eligible for Free School Meals (FSM) (but not Universal Infant Free School

Meals (UIFSM))

- Is a Service Child (ie either or both the parents are in the armed forces)
- Is “in care”
- Has left care under an adoption order, guardianship order or residence order
- The Pupil Premium payment is made to the school and will be used by us to benefit that group of children
- Please contact the school office if you think you may be entitled to Free School Meals, or one of the categories, to ensure your child benefits from this service
- If you require further information regarding this please contact Mr Cox, the Vice-Principal, who will be able to assist

Holidays During Term Time

- No holidays during term time will be authorised
- Children who are taken on holiday during term time may be subject to a visit by the Education Welfare Service, fines and/or prosecution.

Droff-Off Zone

- At the beginning of each school day at 0840, a team of teaching assistants run a drop-off zone from the layby at the front of school
- If you wish to use the drop off zone, please ask for a copy of the guidelines to use from the school office