



**WELCOME  
TO  
SHINCLIFFE CE PRIMARY SCHOOL**

We hope the enclosed documents provide all the information you require to make your child's start with us as smooth as possible.

Please complete the enclosed forms and return to the school office as soon as possible.

If you have any queries or require any further information please do not hesitate to contact us.

[Shincliffece@durhamlearning.net](mailto:Shincliffece@durhamlearning.net)

[www.shincliffe.durham.sch.uk](http://www.shincliffe.durham.sch.uk)

0191 3843739

## Welcome to Shincliffe CE Primary School

We are delighted that your child will be starting with us at Shincliffe CE Primary School. We look forward to working in close partnership with you, to ensure your child has the best possible start to school life. We hope the enclosed documents provide all the information you require to make your child's start with us as smooth as possible.

### Shincliffe CE Primary School Essential Information at a Glance

School Address:	Beal Walk, High Shincliffe, Durham. DH1 2PN
Telephone Number:	0191 3843739
Email Address:	<a href="mailto:shincliffece@durhamlearning.net">shincliffece@durhamlearning.net</a>
Website:	<a href="http://www.shincliffe.durham.sch.uk">www.shincliffe.durham.sch.uk</a>
Head:	Mr Philip Rumbles
Deputy Head:	Mrs Laura Richardson
School Office:	Mrs Deborah Hopper, Mrs Gillian Wilds, Mrs Sarah Hutchinson

#### **Our School Ethos Statement:**

*Every member of the school community is valued as a child of God, made in his image and likeness. All are welcome and are encouraged to use their gifts and talents to contribute to the happy and caring environment we strive to create. We seek to develop the highest levels of academic achievement and personal well-being within a loving Christian context. We aim to provide a stimulating learning atmosphere in which human potential can be realised. We recognise and cherish our role within the wider community and seek to build strong links between home, school and local community.*

## Key Information

### School Hours

The school gate will be open at 08:45am. A member of staff will be on duty in the playground. Please ensure that children are at school prior to the bell ringing at 08:55am ready for the start of the school day. In the event of bad weather the children will be allowed into school at 08:45am. If your child arrives after 08:55 they will receive a late mark. The register closes at 09:15am. If your child arrives after this time they will receive an unauthorised absence mark.

	Infants	Juniors
Start	09.00	09.00
Morning break	10:30 - 10:50	10:30 - 10:50
Lunch-time	12:00 - 13:15	12:00 - 13:00
Afternoon break	14:20 – 14:30	14:20 – 14:30
Finish	15:20-15.25	15.25-15.30

At the end of the school day the children will be handed over to a parent at the infant side door. If your child is being collected by another family member/friend/childcare please inform the school office with these arrangements. We will not allow your child to go home with someone other than a parent without parental consent.

### School Uniform Policy and Supply

School uniform is as follows:

- Grey / Navy skirt or pinafore
- Grey trousers
- White polo shirt
- Navy sweatshirt or cardigan
- Sensible, black school shoes
- House Tshirt (House sweatshirt optional)
- Black shorts, gym skirts/skorts
- Plimsoles for KS1 and trainers for KS2
- Waterproof jacket

In the summer term blue and white dresses or grey shorts may be worn.

No Jewellery except for a watch is allowed in school. Children are not allowed to wear pierced earrings at any time.

Please tie back long hair for school.

### House T-shirt and sweatshirt colours are as follows:

Yellow (gold on website) – Aidan      Blue (royal on website) – Bede

Red (red on website) – Cuthbert      Green (emerald on website) - Godric

We have set up a link with our school uniform supplier so that you can order uniform online as and when you need it.

You can **access the website** via the school website [www.shincliffe.durham.sch.uk](http://www.shincliffe.durham.sch.uk). The link that you require is in the *Parents Information* section under *School Uniform*. Alternatively go straight to the supplier's website **www.totstoteams.com**.

## **Medical**

### **Administering medication in school**

If your child requires medicine during the school day the parent/carer (not Child-minder) must complete the form 'Administration of Medicine'. The form and medication should be given to the School Office. A new form needs to be completed for each illness.

### **Asthma / Allergies**

Any child with a long term medical condition such as asthma, diabetes, allergies etc. **will need to be placed on a Healthcare Plan**. These plans help us to deliver the best possible care for your child and are reviewed on a yearly basis. Treatment cannot be delivered to these children by our qualified First Aid Team without the completed and agreed Healthcare Plan. If your child has asthma, please provide the school with a spare, named inhaler to be kept on the school premises for emergency use.

Special written arrangements are made where medication must be taken during school hours. No medicine, creams, lip salves etc are allowed in school without a prescription and appropriate forms must be obtained from the office and completed before these can be administered in school.

### **Sun Cream**

We recommend that children should wear 24hr sun cream which should be applied before your child comes to school. For health and safety reasons we do not allow children to bring in sun cream. A sunhat is advisable in summer term.

## **Absence Policy**

If Your Child Is Absent You Must:

- Contact school on the first morning of absence
- Send a note into school when your child returns with the reason for absence.
- Keep school informed on a regular basis if your child is absent for a long period.

Failure to do these things may result in your child's absences being unauthorised. Unauthorised absences can be recorded on the register when there is no valid reason given for absences, a holiday not approved by the school, lateness after the register closes or illness without medical evidence.

We ask parents to notify us in advance if children need to be absent for medical/dental appointments and to arrange for them to be collected from school by a known adult. In cases of illness at school we try to contact parents, but in the meantime staff will take whatever emergency action is required.

## Holidays / Leave of Absence

Please request an **application form** from the school office. Unauthorised leave may result in a Fixed Penalty Notice (fine).

## After School Clubs

We offer a wide range of after school clubs at Shincliffe CE Primary School. Some are offered free of charge and some incur a small charge to cover the cost of tutors and coaches. Each term you will receive a form listing activities, if your child is interested please complete this and return to the School office.

## School Visits

Educational visits are an integral part of Shincliffe school life. Visits are arranged for all children throughout the course of the academic year. Costs for the visits are kept to a minimum, and are occasionally subsidised by F.O.S.S (Friends of Shincliffe School) or from the School budget. However there is often a need to invite parents to make a financial contribution.

Costs are calculated on the assumption that all children in the group will be participating and the cost is shared out exactly and equally. It is hoped that parents will pay the full amount requested or discuss any difficulties with the Headteacher, in confidence.

All children would be included in a visit regardless of their parent's willingness, or ability, to pay. If the School is unable to raise sufficient revenue from the voluntary contributions it may be necessary to cancel the visit and return any monies paid.

## School Lunches

Mid-day meals are provided at school and prepared on site. Pupils may choose to have a hot, cooked school lunch or may bring in a packed lunch.

School lunches are £2.50 a day (£12.50 per week). We ask that this is paid in advance weekly, half termly or termly.

If you wish your child to have a school dinner, please notify the school office. In accordance with the Government's Universal Free School Meals legislation, KS1 children **do not** pay for their school meals. The school receives additional funding (known as pupil premium) for pupils whose families are in receipt of benefits. It is in **all** our interests that we bring in as much money as we can to support our school and ensure all of our children get the best possible education. To help your child and your school, we can do a very quick eligibility check for this additional funding via Durham County Council. Please complete the enclosed form and return to the school office

## Communication

For information regarding the school please visit our website: [www.shincliffe.durham.sch.uk](http://www.shincliffe.durham.sch.uk). Alternatively, please feel free to telephone or email the school for any information. To keep you up-to-date with school news, a weekly bulletin will be published on the school website. If you wish to receive this by email, please inform us of your email address on the pupil information sheet.