



**AIDE MEMOIRE**

**FOR PARENTS OF CHILDREN JOINING / TRANSFERRING TO  
ST OSWALD'S CATHOLIC PRIMARY SCHOOL**

1. All Infant children are entitled to universal free school meals. For Juniors, dinner money is £2.40 per day, payable in advance. Payment should be made via ParentPay.
2. Free school meals are available for Junior children who meet the criteria laid down by the Warrington Borough Council Education Department. An explanatory booklet is available.
3. If, for any reason, your child will be absent from school it is imperative that you telephone the school before 9.30am. Failure to inform the school places the responsibility onto the school to phone the parents in case, for example, the child has left home and has not reported for school. Parents must send a letter to cover the absence on the day of return.
4. Children reporting for school after the gates have closed must enter school through the main entrance, and are recorded in a 'late book' and the number of late admissions are entered on their annual report.
5. Children attending doctors, dentists etc during school time have to be signed in/out at the school office by the person collecting the child. The school must be informed of appointments in advance and provide the appointment letter/card wherever possible.
6. If someone else is taking the child home the class teacher must be informed *in advance*.
7. Holidays in term time will not be authorised other than in exceptional circumstances. Parents wishing to take children on holiday out of term time are required to complete a Holiday Request Form, available from the school office and school website, seeking permission from the Head Teacher.

8. **School uniform may be purchased from Cactus Clothing. Book bags, PE bags, summer caps, winter hats and ties are available direct from the school office. Book bags go home every night and are brought to school every day.**

**As we are supporting DfE guidance to promote health and fitness, children are very active in school, participating in the Daily Mile and daily exercise/active play. We therefore ask that the children wear trainers for school - neutral colours wherever possible and velcro fastening for Infants.**

**There may be occasions where children will need black school shoes (eg Walking Day, school photographs, visits etc). However, these occasions will be rare and we therefore suggest that parents do not purchase expensive school shoes. We will always aim to give advance notice of these occasions.**

9. **Where a child needs to take medication during the course of the school day parents are requested to come to the school to administer the medicine. Please discuss this situation with your child's GP. *Under no circumstances should children be sent into school with any medicine.***
10. **The school needs to know if the child suffers from asthma, in which case the child will need to register with the school. Likewise, if any child has a food allergy, or any other dietary or medical needs, please let the school know and give details on the data collection sheet.**
11. **If an accident occurs during school hours parents will be contacted in order for them to be made aware of the situation, at the discretion of the Head Teacher.**
12. **It is imperative that parents/guardians complete a Data Collection Sheet. This is of particular relevance when teachers need to contact parents in an emergency. It is also of the utmost importance that parents inform the school of any change of telephone number/e-mail address (home, work or mobile).**
13. **WASPS Link Club (01925 817296) provide play and care facilities for after school care for children. The school provides an Early Doors Club from 8am each morning which costs £3 per child per day.**
14. **School Security - The school gates remain locked throughout the school day. Any visitors, during the school day, must enter through the main entrance.**
15. **We encourage the children to drink water throughout the day. Children are allowed to bring water, preferably in clear plastic 'sports' type drinking bottles clearly marked with the child's name.**

**Children in the Reception Class do not need to bring a water bottle as they are provided with their own beaker in school.**

16. **Children are allowed to bring in a small snack for the morning break. As a 'Healthy School' we ask that all snacks are healthy. Please also avoid items containing nuts as we have an increasing number of children with allergies. Children should bring their water bottles to drink but must not bring in fruit juice, fizzy drinks or pop.**