



United Schools Federation Information Sheet

USEFUL INFORMATION FOR
PARENTS AND CARERS OF
NEW PUPILS IN SCHOOL

Reporting Sickness and Absences

Please ring to report your child's sickness for as long as your child is off school. Please ring before **9.10am** so that if any child is absent without a reason we can chase this up and make sure that your children are safe.

IF YOU DO NOT LET US KNOW YOUR CHILD'S ABSENCE THEY WILL BE RECORDED AS UN-AUTHORISED.

This is one of the most important aspects of school life. Remember, you have a legal obligation for your child to be in school (once they reach school age) and the school is asked for a report of unauthorised absences for the Education Welfare Officer.

THIS CAN BE AVOIDED BY KEEPING US INFORMED OF ILLNESSES AND/OR OTHER PROBLEMS.

ParentPay

We are now using ParentPay to collect money for toast, school trips and school dinners. Please ensure you have registered your mobile phone so we can contact you in emergencies. It is also helpful as we can send a text letting you know your child has bumped their head and is also the quickest and most efficient way to contact you in the event of the school being closed.

It is important that you keep the school advised of your up to date contact details. If you change your mobile number please remember to let us know, in case your child is unwell or has an accident. You will also need to update Parent Pay separately.

Permission Booklets

Every year we ask for Permission Booklets to be completed by parents. This advises us if your child has regular medication or any allergies or other information we need to know about. We also need to know if you DO NOT wish your child to appear in the newspaper, publications, television, and the schools website and facebook page.

Uniform

Most schools request that school uniform orders are made directly between the supplier and the parent. In most cases orders are made and paid for by parents and collected from the school, however, some schools also hold a small stock of items for direct sale. **All uniform items must be marked with your child's name. Children lose items daily and only those marked can be returned.**

Medicines

We can administer medicines to children in school on completion of the appropriate form available from the school office.

Newsletters

Newsletters are issued to family groups via email approximately monthly. Please ensure you are signed up with ParentPay to receive regular correspondence. Spare copies are available from the school office upon request.

Early Birds (Term time only)

Breakfast Club is open from 8.15am—8.45am and costs £2.00 per day.

Afterschool Clubs

Please also ask in the of-

office about the clubs running each term!

Free School Meals

Free school meal eligibility, this is different to the Universal Infant Free School Meals which is for children in Reception to Year 2. If you are in receipt of certain support payments you will be entitled to receive free school meals. Children who receive a qualifying benefit in their own right are also allowed to receive free school meals.

Please visit the Devon County Council website <https://new.devon.gov.uk/supportforschools/services-and-contacts/free-school-meals> and log in to the portal link **Citizen Portal** this will give you an instant answer should you be eligible. It is of financial benefit to the school for you to register your Free School Meal entitlement and in return we offer one free sweatshirt annually.

Holidays during term time

Holidays during term time cannot be authorised unless under exceptional circumstances.

Please do not request holidays during SATS week — these are May annually.

YOU MUST COMPLETE A HOLIDAY APPLICATION FORM STATING THE REASON WHY YOU WISH TO TAKE HOLIDAY. Please ask in the school office

Head Lice

However unpleasant, head lice are part of everyday school life and your child will be extremely lucky if he or she never gets them. **PLEASE DON'T WORRY!**

Friends of St Catherine's

Our Friends of St Catherine's support the work of the school in many ways. We value their help, particularly with fund-raising and holding events throughout the year. New parents are always welcome, so let us know if you would like to help. They are a really friendly group who will give you a warm welcome.