

USEFUL INFORMATION

We hope you find the following information useful.

CONTACTING SCHOOL

Our school details are:-

Holy Rosary Catholic Primary School
Oriel Drive
Aintree
Liverpool
L10 6NJ
Telephone number 0151 288 6206
Fax number 0151 288 6207
E mail – admin.holyrosary@schools.sefton.gov.uk
Website – www.holyrosaryschool.co.uk

The school office is open from 8.30 each morning; messages can be left on the answerphone prior to this time.

COMMUNICATION

We try our best to keep parents informed about what is going on in school via our weekly Bulletins and various other letters, which are usually sent to parents via ParentMail. If you have your e mail address registered with ParentMail then you will receive the weekly Bulletin and other communications direct to your personal e mail address. The weekly Bulletins are also posted on our website.

If you have your mobile number registered with ParentMail we also have the opportunity to send you a text. We will use the text facility, for example, to inform you of a cancellation of an afterschool club or remind you about dinner money arrears etc.

We also have our own School App. We'd like to encourage ALL parents to download our school App as there are a number of benefits both to you and for our school:

- It's FREE for parents to download!
- All school messages will be sent securely
- No need to search through a busy email inbox for important messages
- Read and respond to school messages at work, at home or on the go
- Every message sent arrives as an instant alert on your mobile.

We will send text messages to you from time to time especially for urgent situations, but these are expensive costing the school hundreds of pounds each year. If parents use the App we can stop sending text messages completely and use this money to provide extra resources for our children in school.

You can download the App for free from either the [Apple APP store](#) or the [Google Play Store](#) simply search **Holy Rosary Aintree**.

Please note, parents will need to be registered on ParentMail in order to access the App and will login with their existing account details.

KEEPING US INFORMED

So that our data is accurate and up-to-date, please remember to advise the school of any changes to your contact details, eg change of address, telephone numbers etc.

SCHOOL UNIFORM

The school seeks to have high standards of dress, behaviour, achievement and presentation. All pupils should comply with the uniform policy - please see the Uniform List which is available on our website. We would ask you to

note that school shoes are defined as dark sensible shoes and hair should be an appropriate style for school and not extreme. Hair accessories are not encouraged but when worn should be subtle and in school colours.

JEWELLERY

The school policy is that no jewellery is allowed to be worn in school except for watches and stud earrings. The main reason for this is health and safety, but also the school cannot be held responsible for the safe keeping of expensive jewellery.

LABELLING OF SCHOOL UNIFORM

Please ensure that all items of uniform are labelled with your child's name.

SCHOOL BAGS

Due to lack of space in cloakroom cupboards, we would be grateful if children do not bring large bags into school. Book bags are available from the school office priced at £5.00.

PE KITS

All children should have their PE kit in school at all times. At the end of each half-term we ask the children to take their PE kits home to be washed - when they return to school, please ensure they bring their PE kits back. PE t-shirts are available from the school office priced at £7.00.

APPLICATIONS FOR LEAVE OF ABSENCE

Amendments to the Education (Pupil Registration) Regulations 2006, make it clear that Headteachers may no longer grant leave of absence for family holidays during term time. It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take **any** leave in term time. Parents do not have an automatic right to take their children out of school for leave during term time and the legislation only allows the Headteacher to authorise such leave in "exceptional circumstances". Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice, issued by the Local Authority.

If, due to "exceptional circumstances", you need to take your child out of school during term time please complete an "Application for Leave of Absence" form, available from the school office or to download from the school website. We hope all parents understand the school has to follow legislation and that you will continue to support us in this matter.

BREAKFAST CLUB

A supervised breakfast club is available each morning from 8.00 am, for pupils in Reception to Year 6. The cost is £2.00 per day.

PROCEDURES IN THE MORNINGS

Children should not arrive at school before 8.45 am as there is no supervision on the playgrounds. Also we cannot guarantee that the school grounds have been checked before that time.

School starts at 8.55 am when the bell is sounded and the children can then enter school via their classroom doors. If it is raining, the teachers are present in their rooms from 8.45 am and the children can enter at that time. Once the classroom doors are closed at 9.00 am, parents should ensure that their children enter school via the main entrance.

SCHOOL MEALS

Our school meals are provided by Sefton Catering Services. Sefton Catering Services issue the menus - these are forwarded to parents via ParentMail and are posted on the school website and in the school hall.

Dinner Money should be passed into school on a Monday morning, in an envelope marked with your child's name. Children who are absent on Monday may bring in their dinner money when they return to school. As at September 2017, the cost of a school meal is £2.00 per day, ie £10.00 per week (correct money, or cheques, would really be appreciated). Cheques should be made payable to Sefton MBC. The option to pay dinner money half-termly or termly, in advance, is also available - please call into school office to arrange this. Facilities are available for children who wish to bring a healthy packed lunch.

We ask that children remain on either school meals or packed lunch for a full half-term. If you wish your child to change from school meals to packed lunch, or vice versa, please advise the school office staff. Please note that two weeks' notice is required.

We encourage parents to apply for free school meals if they think they may be eligible to apply. Application forms are available from your Local Authority - links to the LA websites are available on the school website.

UNIVERSAL INFANT FREE SCHOOL MEALS

From September 2014, all pupils in Reception, Year 1 and Year 2 are eligible to receive a Universal Infant Free School Meal (UIFSM).

FRUIT AND VEGETABLE SCHEME

Children in Nursery, Reception, Year 1 and Year 2 are offered a piece of fruit or vegetable each day.

MILK IN SCHOOL

Children in Nursery receive a 1/3rd of a pint of milk each day. Children in Reception also receive a 1/3rd of a pint of milk each day until they reach their 5th birthday.

ACCESS TO THE SCHOOL BUILDING

For security reasons, I would like to ask that if parents need to come into school for any reason (eg to see the class teacher or check lost property) that they enter school via the main entrance.

REPORTING OF SICKNESS ABSENCES & FIRST DAY RESPONSE

If your child is unwell and unable to attend school, we ask that you telephone the school by 9.00 am on the first day of absence (or leave a message on the answer phone) and send a letter, for the attention of the class teacher, on their return.

SICKNESS POLICY

It is our school policy that if pupils have suffered from vomiting or diarrhoea that they do not return to school for at least 24 hours after the last bout. So as to minimise the risk of spreading the infection, I would be most grateful if parents follow this sensible advice.

MEDICINES IN SCHOOL

If your child needs to take medicines during the school day then an 'Agreement' form must be completed – these are available from the school office. The advice we have been given by the Department for Health is that schools should only accept medicine that has been prescribed by a doctor: if medicine is to be taken three times a day, the advice is that it should be in the morning, after school and at bedtime. Please note that non-prescribed medicines should not be brought into school.

LATE START/EARLY PICK-UP FROM SCHOOL

If your child has an appointment during the school day which means they are coming into school late or being picked up early, it would greatly assist us if you could pass a note to your child's teacher giving the details.

APPOINTMENTS WITH TEACHERS

Although we operate an 'open door' policy, it is not always possible for teachers to see parents if they just 'drop-in', especially when pupils are entering the class in the morning. If you need to see your child's class teacher, please speak to a member of the school office staff so that an appointment can be made.