

## Information for New Chase Lane Parents

### School Office & Reporting Child Absence

The School Office is open from **7.45am** until **5.00pm** **Monday – Thursday** and **7.45am** until **4.00pm** on **Fridays**. However, parents are asked to only come to the reception area in medical emergencies. All other messages for teachers or queries must be made by calling the school number 0208 529 -6827 between the times above. Alternatively, you can email [chaselaneprimary@clpwaltham.org.uk](mailto:chaselaneprimary@clpwaltham.org.uk)



### Reporting Your Child's Absence

To report your child's absence, please telephone **020 8529 6827** before the start of the school day and select **Option 1** to leave a message for the Attendance Officer. To assist the office at this very busy time of day, please do use this option, rather than selecting Option 2 to speak to the Attendance Officer. When leaving your message please:

- Speak clearly
- Make sure you leave your **child's full name** and **class name**
- Leave **the reason** for your child's absence

You can also text the school on **07860 030768** to inform us of your child's absence. Thank you.

### Communication with Parents

Due to COVID-19, all of our communication is sent out by email. Newsletters go out weekly and will always be on the school website. Please ensure that the office always has your up-to-date email addresses to ensure you do not miss out on important school information. Likewise, please ensure that you keep the school informed of any changes to your personal contact details including emergency contact numbers.



### Health Matters

**Children's illness** - If your child does not seem well before school, such as with sickness, diarrhoea, flu or other symptoms, please do not send them to school as germs can easily spread and several children in school have low immunity. **Please do not give Calpol or other painkillers before school** as this only masks symptoms which will more than likely recur at lunchtime when the effects of the medicine have worn off. To ensure children are sufficiently well to return to school, and to protect all members of our school community, children should not return to school for 24 hours after the last bout of sickness or diarrhoea.



**Asthma** - Especially now the cold weather is looming and liable to aggravate asthma, it is imperative that we always have blue inhalers in school for **all** children who have been diagnosed with asthma. Nursery children should always have one pump in the Nursery Unit, children in Reception to Year 2 should always have one pump in the main



Welfare Room, and **Upper School children from Years 3-6 should always have two pumps in school** - one pump in the main Welfare Room and another which is kept in their classroom. Please ensure all pumps left in school are up to date. Please ensure that parents of **ALL** children diagnosed with asthma inform the Welfare Officers in the school Office and have completed an Asthma Card to be kept in the Welfare Room together with blue inhalers as detailed above - even if your child has not recently shown any symptoms.

**Medicines** - No child should ever have any medication in class with them, apart from a spare inhaler for asthmatic children in Years 3, 4, 5 and 6. Especially at this time of year, lots of children suffer from colds and sniffles. Please be advised that only medicines that have been prescribed by a doctor and which carry the pharmacist's label identifying the child's name can be given by our Welfare staff in school and these should be brought directly by the parent/carer to the Office and a pink permission slip completed by the parent/carer.



Antibiotics can only be given if they have been prescribed **four** times a day; antibiotics that have been prescribed three times a day can be given by the parent/carer at home spaced throughout the day at breakfast, straight after school and in the evening. Please note no cough mixtures, cough sweets, painkillers such as Calpol, or sinus inhalers are permitted in school - children who are ill enough to need these medicines should be kept at home for their own welfare and to protect other children's health. If your child is suffering with cracked lips, a plain lip

salve, Vaseline or similar item should be brought to the Office with the child's name and class attached and a pink form should be completed.

**Responsibility for Medicines** - If your child has medicine regularly in school, or if their medicine is stored in school for an emergency, please note it is the parent/carer's responsibility to ensure that this medicine is in date and replaced as often as necessary. This includes Epipens. Please ask at Welfare any time if you would like to check the use by date.

**Up to date contacts** - It is vital that we have up to date contact numbers in case of an emergency. It is very distressing for poorly children to have to wait in Welfare when they urgently need to be picked up. Please ask at the Office if you wish to update or clarify your contact details. Thank you.

**Please speak to Mrs Tremeer, our Senior Welfare Officer, in the Office if you wish to discuss medicines or related matters. Thank you for supporting our Health and Safety Policy.**

### School Meals

Children wear an orange wristband and dietary requirement stickers at lunchtime to identify their allergies more clearly to all staff.

At lunchtime children will all have packed lunches. As of September 2020 no chocolate in any form will be allowed in a child's lunch. If you currently provide your child with a packed lunch, then please continue to do so. If your child currently has school meals, either free school meals or paid meals then this will continue but please be aware, we will be providing the children with a packed lunch, **not a hot meal**. This is so that the children can eat their lunch in their classroom as obviously the canteen cannot be used as a public space for all to use. As we get closer to the autumn half term we will be seeking to provide hot meals but currently this is not an option.



The cost of a school dinner is still **£2.20** per day and **£11.00** per week for children in Years 3, 4, 5 & 6. Children in Years Reception, Year 1 and Year 2 receive Universal Infant Free school meals. Please note that universal free school meals are not available to children in **Year 3** so please ensure you pay for your child's school meal (if you are eligible to do so) on a weekly/monthly basis.

### School uniform

School uniform can be purchased online by visiting our website and clicking on the:

'**School Info**' tab then click

'**School uniform**',

scroll down to the bottom of the page and click on '[Please click here to purchase uniform](#)'

From here you will be able to purchase items by selecting the size and quantity you require and adding them to the basket. Once you have selected all your items, go to the basket at the top right hand side of the screen and enter all the required details. Payment can be made with any credit or debit card listed at the bottom of the page. The school will then receive the order and it will be processed for collection.

Orders made **before 6pm on a Monday** will be ready for collection on the Thursday of that week. Any orders made after 6pm on Monday will be ready the following Thursday.

If you have any problems purchasing school uniform, please contact Mrs Grist.