

UNIFORM

School colours are royal blue and grey. Uniform may be ordered online through Mapac.com. Accessories may be ordered via WisePay. The Friends of the School sell second hand uniform when items in good condition can be purchased for considerably less than new clothing.

Children should have a PE kit (white t-shirt, blue shorts, plimsols, trainers and tracksuit for outdoor wear). This should be kept at school during term time in a separate bag hung on the child's cloakroom peg.

All clothing should be clearly marked with your child's name.

Make up and nail varnish are not permitted and long hair should be tied back.

JEWELLERY

For health and safety reasons we ask that no jewellery be worn in school. Earrings should be studs which must be removed for PE.

AFTER SCHOOL CLUBS

There are a range of clubs and other activities open to children (Year 1 and above). When collecting your child from an after school club, please enter the playground through the top gate and collect your child from the library area.

HOLIDAY IN TERM TIME

Requests for leave of absence must be made in advance, in writing, to the school, using the appropriate form available on the school's website or from the office foyer.

Authorisation for holidays during school time is only granted in exceptional circumstances, in line with policy agreed by all local schools.

PARKING AROUND SCHOOL

Please park considerately in the village. We request that parents refrain from parking in Church Road at any time.

PAYMENTS

We ask, if at all possible, that you use WisePay when paying for trips, dinner money, clubs etc. If you are unable to use WisePay, please send a cheque to the office in an envelope with your child's name and reason for payment written on the reverse, via your child's bookbag.

WisePay can be accessed via the link on the school's website. Please contact the office if you have any problems accessing or using WisePay.

POTTEN END SCHOOL GOVERNORS

Members of the Governing Body can be contacted by emailing the clerk on governors@pottenend.herts.sch.uk.

POTTEN END C of E PRIMARY SCHOOL



Church Road
Potten End
Berkhamsted
Herts
HP4 2QY

Telephone: 01442 865022

email: admin@pottenend.herts.sch.uk

website: www.pottenend.herts.sch.uk

SCHOOL TIMES

Nursery

9.00am to 12.00pm

Reception, Class 1 and Class 2

8.55am to 12.00pm

1.15pm to 3.15pm

Classes 3, 4, 5 and 6

8.55am to 12.15pm onwards

1.15pm to 3.15pm

REGISTRATION

Children should be taken to their classrooms between 8.45am and 8.55am. Any children who arrive after 9.00am must report to the school office.

At the end of the day, children should be collected from their classrooms. If your child is going home with anyone other than their parents or known carer, please inform their teacher.

ILLNESS

Please notify us as soon as possible if your child contracts any infectious disease.

If a child cannot attend school, the parent should inform the school by email or telephone by 9.30am on the first day of absence.

Children who have suffered symptoms of sickness or diarrhoea must be kept at home for 48 hours after the symptoms have subsided.

MEDICAL APPOINTMENTS

Please notify us, in advance, if you need to take your child out of school for a medical appointment. When delivering or collecting a child within the school day, parents should ensure that they sign their child in/out in the register in the office foyer.

MEDICAL CARE

In cases of accident or injury, first-aid is provided by trained staff. If children are ill during the day, parents are contacted by telephone. It is therefore essential that the office is kept notified of any change of telephone number or emergency contact.

MEDICATION IN SCHOOL

In the event of a child needing medication during the school day, written permission giving details of the medication and frequency to be taken must be given in writing before medication can be administered. A form for this is available on our website or from the office foyer. Any medicines (including inhalers) brought into school must be in original packaging with the child's name and dosage required and handed directly to the office for safe keeping.

Children with Asthma/allergies need to have their inhalers/epipens in school at all times. Please ensure that children know how to use their inhaler.

FOOD AND DRINK

Milk is available to all children. There is a small charge payable at the beginning of each term for those over the age of four.

Water We encourage children to bring a named, clear bottle of water (with sports top) to school each day.

Snack At morning breaktime, we provide children with a snack. At present, we are taking part in the Fruit & Vegetable Scheme. This is currently funded by the Government to the end of Key Stage 1. We ask for a donation per term to enable us to offer this to our older children.

School Meals

Meals are cooked on-site by Herts Catering (HCL). If you wish to change your child's meal option, please notify the office by email (or in writing) giving at least two weeks' notice. Meals for Years 3-6 must be paid for in advance.

Packed Lunches

Please send in a named hard plastic lunch box or similar. Glass bottles should not be brought into school. As we are a "healthy school" we discourage the inclusion of crisps, sweets, biscuits or cake. Please do not include items in packaging that your child cannot open themselves.

COMMUNICATION

Email and Groupcall Correspondence is usually sent home via email for which we require an email address. This reduces the use of paper and ensures information is received promptly. If you are unable to receive emails, a paper copy will be produced for you. A mobile telephone number is required to enable us to contact you via Groupcall (club cancellations, urgent reminders etc). Please advise the office of any changes as soon as possible.

School Website

All previously distributed information is uploaded here. There is a calendar which confirms times and dates of forthcoming events, clubs etc. Please refrain from telephoning the office for confirmation of information that is available on the school's website.