

Online Forms

We have placed some useful forms on the school website that you can use - please follow this link to access them:

<http://www.saxonprimary.co.uk/page/?title=Useful+Forms&pid=170>

The forms are: Change of Contact Details; Change of School Meal Preference; Pupil Medication Request Form; Childcare Voucher Payment Notification

Medicines

The supply of Calpol held by the office is for emergency use should a child fall ill DURING the day. If you know that your child will need Calpol during the day, can you please bring it to the school office that morning? We only have a small supply which is purchased by the school and would appreciate your help with this.



Collection Arrangements

If arrangements are different from the normal person collecting:

- Staff should be informed on the gate the morning of the change in routine of the person collecting
- If your child is at Breakfast Club, please let them know and it will be passed on
- if something happens during the school day which results in a change of person collecting, please email the office before 2:15 to make us aware. This is so the message can get passed to the child and teacher before the end of the day.

Weekly Newsletter

The Newsletter is produced each week and a copy is sent home via email as well as being available to view on the school website. Paper copies are available in the document holder near the school office. The Newsletter tells you everything you need to know and therefore it is very important that you take the time to read it every week.

Alerts on SCOPAY

The Tucasi system now includes alerts for parents. These include:

- If your balances go below a certain amount
- If a new trip/club/event has been added to your child's account
- Parents' evening booking reminders

It is very easy to update your account to show these and once you have updated it, you will receive emailed alerts.

Here is the link with the instructions:

<http://www.tucasihelp.com/documents/2.4SCOQuickReferenceGuideAlertsParent.pdf>

Communication

Emails - Letters, messages and reminders are sent mainly by email. Please inform the school if you change your email address. These can be sent to both parents if we have both email addresses.

Text Messages - Reminders are sometimes sent by text message. Please inform the school if you change mobile number. These are usually only sent to the main contact parent.

Parking

There is no parking on school site before or after school for parents. Parents are not permitted to drive into the car park when dropping off for Breakfast Club to ensure the safety of children and staff arriving for the day. Parents should park on the roads outside school considering our neighbours and parking respectfully. Thank you.

Back Gate Opening Times

7:45 - 8:55am

3:10 - 3:30pm

During special events, there may be changes to these times and parents will be informed of these via the newsletter.

We hope you find this General Information Sheet useful. Please display at home or keep somewhere handy to refer to when needed.