

Water bottles

- We encourage all children to bring a **named water bottle to school** each morning and take it home each evening to be washed and re-filled.
- Bottles will be kept in a designated area in the classroom and teachers will encourage children to drink before and after playtimes, PE sessions and during warmer weather.

School Dinners

- Please send dinner money on Monday in a named envelope. Cheques can be made payable to Wakefield MDC - Payment can also be made termly/half termly.

Sandwich Boxes

- Please ensure your child's sandwich box is clearly labelled with their name and class.
- Water is available to all children in the school hall. If you require your child to bring an alternative drink for lunchtime it must be a healthy option.
- **The school does not allow sweets to be eaten during the school day.**
- Foundation & KS 1 receive free fruit each day. Children in KS2 may bring fresh fruit to school to eat at morning break.
- We encourage parents/carers to involve children in making healthy selections for their packed lunch, although we do allow a small chocolate snack bar to be added (if you do!)

Car Parking

- The school does not provide any parking for parents. The car park which exists is for staff only.
- We have a successful 'Park 'n' Stride' in use: parents are asked to park at Wrenthorpe Club and walk children the short distance to school.
- Parents/carers who display a current disabled sticker may use one of the two disabled parking bays at the front of school.

ACCESS TO SCHOOL IS VIA IMPERIAL AVENUE .

THE GATES FROM THE STAFF CAR PARK ARE LOCKED THROUGHOUT THE DAY.

Warm weather

- We encourage children to bring a sunhat (clearly labelled with their name) during hot weather.
- Sun cream must be applied at home. Please do not send sun cream to school, staff are not permitted to apply it.

Absence from school

- Please contact school (01924 303775) before 9:30 on the first day of absence.
- Cases of persistent lateness and unexplained absences are referred to the Educational Welfare Officer.
- We expect all holidays to be taken during school holiday time. Where this is not possible parents should complete the Application for Leave Form available on the website.

Contact details

- Please remember to advise the school office of any changes in address, telephone & mobile numbers.

Discussions with staff

- Although staff may be available for a brief discussion at the start of the school day this is often difficult as teachers are preparing for the day and greeting all the children as they enter school.
- If you wish to speak with staff please arrange an appointment after 3:20 when full attention can be given to your query.
- Please contact the school office for an appointment to speak with the class teacher or the Head Teacher.

Information Booklet



Head Teacher: Mrs J. Coyle
Tel: 01924 303775
Email: headteacher
@wrenthorpe.wakefield.sch.uk

We hope this booklet will answer some of your questions about life at Wrenthorpe Primary School. It is not intended to replace the help and advice that staff are always willing to give.

We hope you will find it useful.



The School Day

- The school day starts at 8:55 promptly.
- Doors will be closed at 9:00 - latecomers please report to the office.
- At the beginning and end of each day it is important that all children use their designated entrance/exit.
- Children are all dismissed at 3:20 unless they are remaining at school for an after-school activity.
- Parents of older children may prefer to meet their child at the front of school in the waiting area to ease congestion .
- Please be aware that if you are collecting your child and arrive early, that lessons will still be taking place and children should not be distracted. Thank you.

Uniform

Girls: Black or grey skirt/trousers
Red jumper/cardigan/sweatshirt
White shirt or red/white polo shirt
Summer - red & white checked dress,
black or grey shorts/skirt
Sensible black shoes (**not trainers**)

Boys: Black or grey trousers
Red jumper/sweatshirt
White shirt or red/white polo shirt
Summer - black or grey shorts
Sensible black shoes (**not trainers**)

All tops with the school logo can be purchased from the school office, however any of the usual clothing suppliers can be used to purchase clothing without the school logo.

PE Kit

For health and safety requirements all children are required to change for PE.

CHILDREN ARE ASKED TO BRING PE KIT TO SCHOOL ON MONDAY AND TAKE IT HOME FOR WASHING ON FRIDAY PLEASE.

It is essential that children bring both indoor and outdoor kit to school each week.

Indoor PE kit - boys & girls (All children)

White plain T.shirt
Black or blue plain cotton shorts
Children work barefoot
Hair should be tied back

Outdoor PE kit - boys & girls (Year 1-Year 6 only)

White plain T.shirt
Black or blue plain shorts
Trainers
Tracksuit or equivalent during winter months.
Hair should be tied back

Swimming Kit (Year 4 & 5 only)

GIRLS: Standard full swimming costume
BOYS: Standard trunks (not swimming shorts)
Towel
Long hair must be tied back - a swimming cap is encouraged
Hair brush if required
Goggles if required
No sprays/deodorant/talc please

It is vital that children are encouraged to take responsibility for their possessions. All items must be clearly marked with the child's name. Lost property which can not be returned to the owner, as no name is visible, will be kept in school.

Ear - rings, jewellery, make - up and hair.

- In the interest of each child's safety, it is a school rule that the wearing of ear-rings and jewellery is not allowed during the normal school day.
- Any child who comes to school in ear-rings or jewellery will be asked to remove it and it will be returned at the end of the school day.

- Children who are unable to remove jewellery will not be able to take part in PE and contact will be made with parents.
- Children who have had their ears pierced will be allowed to wear small studs/sleepers until healing has taken place, which is most often 6 to 8 weeks.
- Make - up, nail varnish, elaborate hair ornaments and extreme hairstyles are not appropriate for school. Parents/carers are asked to make the correct judgement about their child's appearance and help their child make informed decisions about how best to arrive at school.
- **It is recommended that long hair be tied back as this does help prevent the spread of head lice amongst children in school.**
- A wrist watch may be worn and removed during PE

Medication in school

- We encourage children who are fit, but still need to complete a prescribed course of medicine, to attend school.
- **Staff are not advised to administer medication:** we would like to encourage children who are completing prescribed medicine to take it before and after school and before bedtime, rather than bringing it into school.
- Children who require long term medication for conditions such as asthma or diabetes may of course bring medication into school. Parents should see the child's teacher who will explain the procedures in place.
- **Off - the shelf medicines, throat lozenges and other non-prescribed medication are not allowed in school.**
- All allergies that your child may have should be discussed with staff and reported to the school office.