

Baslow St. Anne's C of E Primary School

School Lane, Baslow, Nr. Bakewell, Derbyshire DE45 1RZ
Tel: 01246 583298 email: enquiries@st-annescofe.derbyshire.sch.uk
Website: www.baslow.school
Headteacher: Mrs Marie Clark



INFORMATION FOR PARENTS A-Z

Admission to Reception Class The application process is available in the autumn term, of the previous academic year of your child's 5th Birthday. Applications should be made on-line if possible [Apply for a school place - Derbyshire County Council](#) but paper copies are available by calling 08456 058 058.

Appointments with Staff If you would like to speak to a class teacher or the Headteacher, please phone the office on 01246 583298 or email to arrange an appointment.

Asthma If your child needs an inhaler, please complete a 'Medicines' form. We can keep a 'spare' inhaler for your child in school providing it is named, in-date and a medicines form has been completed. Please check and ensure that all medication is kept in date.

Attendance & Punctuality We work hard on maintaining good attendance and punctuality. If your child is going to be off or late, please can you let the office know on 01246 583298 at the earliest convenience.

- Your child can come into school between 8:40-8:45am (unless a pre-school club). The class teacher or Teaching and Learning Assistant will be there to welcome your child into school.
- If a child arrives after 8:45am it will be recorded as late.
- Our gates will be closed at 9:00am, if you arrive after this time, please use the buzzer/call the office on the gate to be let in and sign your child into school
- A reminder that Class 1 and 2 (Tigers and Leopards) children finish at 3:15pm and Class 3, 4 and 5 (Lions, Pumas and Jaguars) at 3:20pm.

Book Bags Class 1 and 2 children will need to bring in a school book bag daily to school which are available from our school uniform order.

Bumped Heads If your child has a bumped head during the school day, we will advise you by text; if the injury is such that we feel you should be alerted immediately, we will call you. If your child bumps their head at home before school, please let us know, so that we can continue to monitor them during the day.

Contact Details + Pupil Information Please inform us promptly of any change in contact details, address, mobile phone no. etc. so that our records are up-to-date. If your child develops a medical condition, or allergy, it is important that this is also added to your child's record.

Dogs Please bear in mind that dogs are not permitted on the school yard and we ask that they are not tied to the gate as some children are uncomfortable passing them.



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Entering School After-Hours If you or your child has to return to school to look for lost property, for example, please call the office, so that we can come out to the gate if this is locked or make a member of staff aware that you are in the school building

Free School Meals 'Universal Free School Meals' are available to all infant children automatically but parents of junior pupils may also be entitled to Free School Meals. Check your eligibility and apply via DCC Parent Portal: [Free school meals and Pupil Premium funding - Derbyshire County Council](#)

Healthy Eating We encourage a healthy lifestyle and healthy eating. If you send snacks to school, please ensure that they are healthy e.g. fruit, vegetables, rice cakes, dried fruit rather than crisps and biscuits. If your child brings a packed lunch, please provide 'healthy' contents. The Government provides one piece of fruit to each infant (Reception, Y1 & Y2) daily which is offered as a playtime snack, and therefore, Class 1 and 2 do not need to bring a snack in.

Holiday Requests / Medical Appointments Statutory attendance legislation implemented by the Government in September 2013 stipulates that Headteachers are unable to authorise holidays during term unless there are exceptional circumstances. Schools submit unauthorised absence information to the Local Authority which may result in parents receiving a fixed penalty notice. Term dates are available on the Derbyshire County Council website to enable parents to plan ahead for holidays. Any non-urgent **dental/doctor appointments** should be made for after school or during school holidays to avoid disruption and your child missing valuable learning time.

Hot Weather Please ensure that your child has a sun hat (named please) in school during the summer along with their water bottle. We would also recommend that you apply sun cream to your child before school. A small bottle of sun cream (named) can be left at school for your child to re-apply, if they are able to do so unaided. We do have shaded areas around the school yard for those who wish to shelter. Please also note that we are unable to provide refrigerated facilities for packed lunch boxes so an ice pack is recommended.

Jewellery Children should not wear jewellery at school with the exception of watches (for telling the time only). If any pupils have their ears pierced, they may only wear studs which should be removed or covered during P.E. lessons (please provide your child with plasters for this purpose).

Letters Home/Reply Slips Please check your emails and your child's book bags daily for any letters home. The eldest child in your family is the letter carrier. If a reply is needed, please return this with your child to school promptly. Replies should be placed in the class boxes at registration time rather than handed into the office individually. Delayed replies often result in school activities being put 'on hold' if we are waiting for responses back from parents. We have lots of enrichment and extra activities taking place in school which need a lot of coordinating by the office staff so your co-operation would be very much appreciated.

Lost Property Please ensure **all** property is named including bags and shoes, so lost items can be returned promptly. Lost Property boxes are located in the school office entrance and class one corridor.

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Morning Start of School - Punctuality Being punctual is a life skill and it is important for the children to start the day on time to get the best out of their learning. Children should be in school ready for 8.45am at the latest. A class award for the best attendance and punctuality is given each week to encourage this. Please can you ensure that you are punctual when picking your child up at the end of the school day.

Newsletters Over the term a newsletter is generally sent out. A copy will be placed on the school website at the end of the week.

Nuts No nut products should be brought into school for snacks, cake bakes or in packed lunch boxes, to ensure that any children/adults with nut allergies do not suffer a dangerous reaction.

Parents' Consultations These are held twice a year over several days in a week during the autumn and spring term. Appointment sheets are made available two weeks prior for parents to select a 10-minute appointment.

Parking & Road Safety This is always a major concern as it is in all schools. Please keep our children and yourselves safe at dropping off and collection time. We cannot stress highly enough the importance of observing parking regulations and driving slowly in the vicinity. Visibility for drivers around school is restricted due to on-road parking, narrow roads etc. and the added volume of pedestrian traffic makes this a dangerous environment. If you drive to school, please bear these dangers in mind - **do not drop off/collect/park on single or double yellow lines or the zig zags, and drive slowly and cautiously. Please also do not mount or park on any pavement at any time.** There is ample parking further up near the Spar shop, Eaton Hill and Over Road where there is good visibility and it only involves a few minutes' walk for the children (please be respectful of our neighbours and their driveways). A reminder that we operate a **voluntary one-way system** to help ease congestion. We ask that drivers observe this from 8.30 - 9.10 am and from 3.00 to 3.40 - the designated route is up Eaton Hill (access by the village green) and down School Lane. Parking on pavements makes access and visibility very difficult so please park courteously and ensure that all pavements and driveways are clear. We need to keep all our parents and children safe, so your co-operation is very important.

Peripatetic Music Lessons for Junior Pupils We are fortunate in being able to offer lessons to pupils in: singing, brass, woodwind, guitars, violin, electronic drums and keyboard. Tutors are from the Derbyshire Music Partnership (except for drums) and usually last for around 20 minutes. Lessons can be individual or shared. Contact numbers for all our tutors can be obtained from the school office. Please bear in mind that this is a private agreement between parent and tutor, and if your child has to miss a lesson, either through illness or a school trip, you may be charged if you do not notify the tutor.

School Closure - Bad Weather We make every attempt to open during bad weather. In the event of school closure, we will send a text to parents as early as possible and update our website. For information see:

Derbyshire County Council website: [School closures - Derbyshire County Council](#)
BBC Radio Sheffield & BBC Radio Derby: listen to announcements/check websites.

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School Dinner Payments A copy of the dinner menu can be found on our website. School meals are £3.25 per day from Year 3 upwards and are payable via our electronic payment system, School Money. You can choose how much to top up your account (i.e. weekly, monthly or termly), but you must not exceed **the maximum credit of 10 days permitted by the Catering Service**. Should your child wish to change to packed lunches, our cook requires two weeks' notice as food is ordered in advance.

School Nurse The Health Team currently carry out screening checks for hearing and sight tests for reception pupils, and height and weight measurements for Year 6. For information about Derbyshire Family Health Service, you can visit their website: [Derbyshire Family Health Service](#).

School Uniform We have a strict uniform policy which includes active footwear (black) and ask that your child has the correct clothing (a list of requirements can be found on the school website). Order forms can be collected from the office or downloaded from the website, and if you have any questions, Lisa Simm can be contacted on 07805 601126. Jess Hillman looks after our 'Nearly New' and can be contacted on 07718 763686. Items are in good condition and reasonably priced.

Sickness If your child is sick, please telephone or email the school office prior to the start of school, so a message can be passed to the class teacher. For safeguarding purposes, please call/email us each day of any prolonged absence.

Telephone We endeavour to answer all calls promptly but should no staff be available, an answering machine will pick up your message. The machine is checked regularly throughout the day.

Text Messaging Service This is a no-reply service. If you need to call us, please use the normal school landline. Texts are directed to those parents concerned. Please note only 1 number per child can be used in the text messaging system we subscribe to (an additional number can be added in exceptional circumstances). This is the number you provide when your child starts school, if you change your number, please let us know as soon as possible, so we can update our systems.

Volunteer helpers We welcome volunteers into school in various roles such as helping with readers, accompanying staff on school trips etc. If you have some time to spare, please call the school office on 01246 583298 to have your details added to our register, and let us know the type of help you are able to offer. We will need proof of address and ID (e.g. driving licence) and if you have a DBS, please bring this in for us to take a copy.

We are also always needing Midday Supervisors/Play Leaders to support at lunchtimes (11:55-1:05pm). If you, or anybody that you know would like to do this on any amount of days, please do contact the school office.

Water Bottles We encourage children to drink water during the day, so please send in their school water bottle daily which should be named. New bottles £2 and replacement tops 20p can be purchased from the office. Each child is given a bottle free of charge when starting school.

Website Our school website address baslow.school is updated on a regular basis. We aim to upload any letters issued during the week by Friday.

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