

## Parking

When dropping off or collecting your child, please park with consideration. We kindly request you do not park across resident's drives or park on the grass embankment across from school. School suggest you park at the community centre which in itself is safer as you do not have to cross the main road. Under no circumstances should you 'stop' or 'park' on the yellow zig zag lines outside school—this is dangerous. Penalty tickets have recently been issued.

## Smoking

Under no circumstances should you smoke on the school premises (including passage from Vale Road), we also ask that you refrain from vaping on school property. For the comfort of our children and others around the school perimeter, especially entrances, we ask that you keep these smoke free zones.

## Dogs

Dogs are not allowed on the school premises even if held by their owner (unless a registered 'Seeing Dog'). On occasion we might invite dogs in to school - this is done by prior arrangement.

## Play Area & Safety

Only supervised children between the ages of 4 and 11yrs are able to use the school 'play area.' Please refrain from sitting on any of the wooden fencing. For safety, please do not let your child/ren climb over fences, picnic tables, sit on or scale walls or the bike shelter.

## Routine

At the beginning of the school day a member of teaching staff will be on duty in the yard from 8.45am. Children can enter school from 8.45am and have time to settle themselves and prepare for the day. The bell will go at 8.55am and anyone arriving after this time will be marked as late. Children in the junior classes and Years 1 and 2 use the entrance of the Early Years Unit (infant doors) in the morning. Children in Reception will enter through the Early Years Playground. No child should arrive before 8.45am unless they are booking into Early Birds.

The doors are closed and locked at 9.00am once the children are in school. Children arriving late should be accompanied by an adult to the School Office at the front of school. Parents and visitors **must** sign in and enter school through the secure entrance at the front of school.

We cannot allow children to leave school e.g. for a dental appointment before the end of day, unless collected by a parent or responsible adult. We ask all parents in KS1 at the beginning of every year to provide school with a list of adults who have permission to collect their child. The list must be kept up to date at all times. If an adult attempts to collect a child and their name does not appear on the list, we will refuse them.

## Snacks

KS2 can bring a healthy snack to school such as an apple or banana (no sugary/chocolate bars) for morning break. Toast & crumpets are available to KS2 for purchase each day from 20p. KS1 & reception receive a piece of fruit or veg in the morning for a snack. During the term we may offer bacon butties to children to buy for 70p (you will receive a message if they are available in advance). If your child would like a bacon butty please ensure they have the money in the morning to order (If they do not, an order will not be placed for them).

## Connect Parent APP

School use Connect Parent APP to communicate with parents and carers. This is the main way school communicate. Parents/carers are invited to join Parent APP and are given an activation code when their child registers as a pupil at school. The APP allows school to push out notifications to a tablet or mobile device. These may include daily notifications regards your child or dates for your diary. It is extremely important that you download the APP so you can keep up to date with what's happening with your child at school.

## Website & Facebook

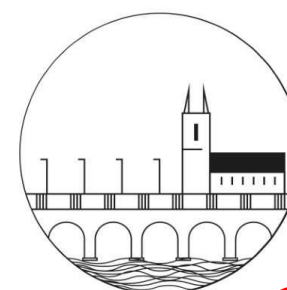
Our school website is full of useful information from term dates and school events to class learning objectives and star of the week. Please visit our website [www.skertonstlukes.lancs.sch.uk](http://www.skertonstlukes.lancs.sch.uk) regularly for more in depth news and updates. School also have a Facebook page which can be accessed without an account.

## Parent Pay

We are a cashless school. Parents will be given log in details for Parent Pay. Items such as chargeable KS2 lunches should be paid weekly along with any Night Owls or Early Birds sessions taken. No debt should show on your account. Voluntary contributions for trips would also be paid on Parent Pay along with residential trips for example.

## Our Mission Statement

**Opening minds, learning through challenge and celebrating God's World.**



SKERTON  
**ST LUKE'S**  
CHURCH OF ENGLAND PRIMARY SCHOOL

## GENERAL SCHOOL INFORMATION

Contents: Beginning and End of the Day, Attendance, Late Arrivals, Leave of Absence, Medical Appointments and Needs, Uniform, Hair, Jewellery, Water Bottle, Warm Weather, Parking, School Premises & Safety, Routine,

## At the Beginning of the Day

Children may come into school through the infant doors from 8.45am. Any parents arriving late must take their child to the main school entrance to gain admittance and sign their child in. The KS1/ Reception door will remain closed and no access is allowed.

No unaccompanied parents are allowed in school during sessions times. All visitors must sign in and wear a badge. We welcome visitors to the School Office and this should be at 8.55am after the children have come into school. If you have to leave promptly on the bell to get to work then please feel free to visit the School Office between 8.45 and 8.55am.

## At End of Day

At the end of the day, please do not come on to the main school playground UNTIL the bell has sounded at 3.15pm. Please stay on the pedestrian driveway. This will ensure the safeguarding of our children and who in addition are less likely to get distracted from their learning. The vehicular driveway nearest to the school office **should not be used** for obvious safety reasons.

KS2 children may leave the school grounds on their own at the end of the day if you have given your permission. This is something between you and your child. Staff supervise any children who were expecting to be collected and haven't been. Please ring the school office if you are going to be late. We ask parents not to take children home, ie friends of children, if you haven't been asked to do so on any given day. All uncollected KS2 children should return to the school office so parents can be rung. **This is an important safeguarding message.** Uncollected children may be put into Night Owls and parents will be charged accordingly.

## Attendance

Regular attendance is an essential prerequisite of effective schooling. If your child is absent for any reason, you are requested to inform school by 8.55am. It is important you contact school if in the event your child is absent so we know they are safe and at home. A message can be left on the school answering machine or you can report an absence via the school website. A note of explanation upon return is also required and/or a Medical Advice Slip signed by your doctor. St Luke's Attendance Policy, which is available on the school website, sets a target of 97%. This is an achievable target and is surpassed by many children at St Luke's.

## Late Arrivals

If you arrive late after 8.55am and the doors are closed, children must be accompanied to the school office through the doors at the front of school and be signed in. If your child arrives after 9.15am they will be marked in the register as unauthorised -'late after registers closed.' You may be subject to a penalty notice if your child is consistently late for school.

## Leave of Absence

Leave of absence for anything other than sickness/medical requires the parent to complete a Leave of Absence form. LOA will only be authorised under exceptional circumstances to confirm with new Government Legislation. In order to arrange a meeting with the headteacher to discuss absence and potential penalties, please contact the school office. Full details are available in the Attendance Policy found on the school website.

## Medical Appointment

Please try to make all medical appointments outside school hours. If in exceptional circumstances your child has to attend an appointment, please provide the school office with sight of the appointment card.

## Medical Needs

Please ensure the office are kept up to date with your child's medical needs and any allergies. Children who have a prescribed inhaler for Asthma must have an inhaler in school **at all times.** Parents/carers should complete a form every academic year.

## Uniform & PE Kit

A full list of uniform is listed on our website. Items can be ordered via Uniform & Leisure online or purchased in one of their shops in Lancaster or Morecambe. Please note, children should wear sensible school shoes and not trainers. A school book bag is recommended (or similar). **No ruck-sacks or large bags** please due to limited space. Your child's PE kit should remain in school every day. They can take it home on the last day of half term/term to wash but it must be returned the day they come back to school. Children should have a PE t-shirt in their house colour.

## Hair

We advise that children with long hair wear it to school tied back. Children should not have tracks (shaved lines) in their hair. We suggest you regularly check your child's hair for lice and only treat if found.

## Jewellery

In the interests of safety it is a national requirement that children must remove all jewellery and other personal effects before PE lessons including swimming. The National Curriculum requires all children to participate in PE and also to understand rules about safety including reasons why jewellery should not be worn. Any children wearing earrings, even stud earrings, must be able to remove them as teachers are not permitted to assist. In the light of this advice may I ask you to cooperate with us by not sending your child to school wearing jewellery especially that he or she cannot remove. Earrings if worn during school day must be **stud earrings only**—hoops or earrings that dangle are a danger. If you are allowing your child to have their ears pierced may we respectfully advise that this is done at the beginning of the six week summer break.

## Water Bottle

Children are encouraged to drink fresh water throughout the day. To access this, they must have a water bottle in school at all times. Please note, children can not drink juice or flavoured water during the day other than at lunchtimes.

## Warm Weather

When the weather is warm and the sun is shining please ensure your child has a sun hat in school. Also, please apply sun cream in the morning and if necessary send them to school with cream in a named bottle.