



ICKFORD COMBINED SCHOOL

Sheldon Road, Ickford, Aylesbury, Buckinghamshire HP18 9HY

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PARENTS' IMPORTANT INFORMATION SHEET

February 2010

1. ABSENCE, ILLNESS AND LATE ARRIVAL OF PUPILS

- **Sickness, illness or an emergency:** telephone the school office on **01844 339261** before **9.00a.m** (office is manned from 8.30am) every day your child is absent. Otherwise, we will need to contact you immediately.
- **Family holidays in Term Time:** Parents are expected to take family holidays during school holidays. If you wish to seek approval for leave of absence for your child in term time, you should fill in a copy of the approval form, available from the school office, and hand it to the Headteacher as soon as possible before the period of absence. However, my advice to you would be to avoid taking your child away from school wherever possible.
- **Other absences:** please write a note/or speak to your child’s teacher requesting permission.
- **Late arrivals:** for security reasons all doors into the school are locked at 9am and 1.15pm. If your child arrives late, entry can only be gained into the school via the front door. All children arriving late need to be accompanied into school and signed in at the school office.

2. CHANGE OF DETAILS

Please let the School Office know immediately of any:

- change in address,
- home, work, and mobile telephone numbers,
- e-mail addresses or changes in personal circumstances including information such as child now needing to wear glasses, etc

3. SCHOOL DRESS

Uniform: (all clothing and shoes should be named please)

- School sweatshirts in bottle green with gold school logo (available from the school office).
- It is also permissible for pupils to wear a bottle green jumper or cardigan.
- Grey or black trousers or skirts
- Plain white shirt, blouse or polo shirt. (i.e. plain white shirt/blouse with a collar). Toning plain socks/tights.
- In warm weather girls will be able to wear the green and white gingham school dresses in check or stripes.
- Pupils should wear dark ‘sensible’ shoes (no trainers or boots).
- The only jewellery allowed is ear-studs when ears are pierced and watches.

3. SCHOOL DRESS (Continued)

P.E. Kit: *(must be named and kept in named PE bag)*

- P.E. kit is a plain white T-shirt and navy shorts and trainers. A tracksuit or jumper and trousers of any colour may be worn in cold weather. A further clean pair of plimsolls may be required for indoor work.
- All jewellery must be removed for P.E. and Games activities and long hair must be tied back.
- Pupils in Years 5/6 also require a swimming costume and hat.
- Pupils in Years 5/6 require football boots, shin pads and socks.

4. ADMINISTRATION OF MEDICINES

- These will only be given with a written request from parents or guardians and with the agreement of the Headteacher as set out in Request for School to Administer Medication (January 2006). Forms are available from the school office.
- **Inhalers:** A child who needs help to administer his/her inhaler must have a Request for School to Administer Medication form, signed by the parent or guardian; and the dosage and when given, recorded. These two forms will be kept with the child’s inhaler. Parents will be notified when the inhaler has been administered by an adult in school.

5. EMERGENCY CLOSURE POLICY

A telephone contact system is issued to parents, and updated termly. There are lists for Ickford, Worminghall, Shabbington and ‘Other’ areas. In the event of any of the above, we will telephone the person at the top of the list, who will then telephone the next person and so on. If no reply at any point, the next on the list will be telephoned. Information is also provided on Bucks County Council website under Education/School Closures. To do this, log onto <http://www.buckscc.gov.uk> Click on “schools” in the education section on the left. Click on “closures” under schools, again on the left. Schools that have notified Bucks County Council that they are closed are listed.

6. CONTACTING THE SCHOOL

The school’s policy is to work as closely with parents as possible, and when we have concerns we will write or telephone and may invite you in for a meeting.

If you have concerns, we want you to be able to feel that you can contact us freely.

- Email the school office (office@ickford.bucks.sch.uk)
- Telephone the school office and ask for an appointment/leave a message
- Telephone the school office and ask for a teacher to call you at a convenient time
- Send in a letter to the class teacher
- Classes 2, 3, 4 and 5 have “open door” times. See the class curriculum outline sent out 3 times per year.

We discourage parents to come in and talk to the teachers before school as this is when lessons are being prepared.

7. CARS AND PARKING

Our School Travel Plan negotiated with Bucks County Council aims to: encourage healthy ways of getting to and from school e.g. walking and cycling; encourage use of sustainable modes of transport; reduce the number of car journeys to and from the school.

Pupils need to have permission from the Headteacher before cycling to and from school. Please write a letter requesting this if you wish your child to cycle to school.

Parking can be difficult. It is an offence to stop on the yellow zigzag lines in Sheldon Road outside the school entrance. Please avoid parking opposite the school because it causes congestion.

Please **DO NOT** park in the school car park at any time during the school day. This is in constant use and access is needed throughout the day.