

Important Reminders



Birthday Treats

As part of our ongoing work to safeguard all children with allergies we have taken the decision to change the way we manage “birthday treats”.

Birthday treats are not able to be brought into school. However, we will continue to celebrate individual birthdays both in the classroom and at our Celebration Assembly.

Website

Please make our website (www.padnell-inf.hants.sch.uk), your first point of call if you have mislaid a letter or any information on Kids Club or after school clubs.

Diary Dates

The list of Diary Dates for the whole year was sent to you in July. There have been a couple of changes/additions so please check the updated list on our website: [Padnell Infant School - Letters Home](#)

All events are added to the calendar on our website: [SCHOOL CALENDAR](#) We try extremely hard to stick to these but occasionally we do have to make changes.

You can subscribe to the calendar on your mobile device so all events will show in your personal calendar.

INSET Days

Our INSET days were set early last year along with Padnell Junior School. They are:

Monday 23rd November

Monday 22nd February

Monday 28th June

Monday 12th July

Transition Day

Please be aware that Hampshire’s County-wide Transition day will be on **Wednesday 7th July**. Each year group spends time in their new class/year on this day so please bear this in mind if booking unauthorised term-time holidays.

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WhatsApp groups

These can be useful to keep in touch with other parents in your child's class. However, we kindly remind you that they should not be used to discuss individual children, staff members or school-related issues. If you have any concerns or questions, please email us directly. Thank you for helping us maintain a respectful and supportive community.

Items Required in School

PE Kit

Every child needs a PE kit in school provided by their parents. Please ensure that your child has a pair of black shorts and a plain white t-shirt along with suitable footwear, all kept in school in a drawstring bag. **Everything should all be named.** Pre-loved items are available at the hub.

Wellington Boots & Joey's Field Clothes

All children need to have a named pair of wellington boots in school, at all times. Thank you. Parents are also asked to provide an old named pair of joggers or their own waterproof trousers in a named carrier bag which will be sent home for washing every half term.

Water Bottle

Children also require a **water bottle in class which must contain plain water only.**

Water is the healthiest choice for keeping children hydrated throughout the school day and helps protect teeth from the sugars and acids that can be found in squash and other sugar-free flavoured drinks. Limiting bottles to water also helps to prevent sticky spills in classrooms and ensures a consistent approach for all children.

Bottles can be purchased on Arbor, or from the office for £1.60. These are to be **clear plastic only**. Please don't waste your money on fancy ones and any metal ones as water bottles are often knocked or dropped.

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Uniform

Can we remind you that no boots should be worn to school and all long hair should be tied up (preferably plaited), to prevent the spread of head lice. This is for all children.

All hair accessories should be black, white or purple. Thank you for supporting this policy.

Responding to our Emails

The majority of our emails are sent via Arbor (no-reply@mail.arbor-education.com) - a database and will come from no-reply@mail.arbor-education.com Please add this address to your "Safe Senders", so you don't miss any communication. We will respond to emails within 48 working hours. Our Mailbox is very busy so will only reply to an email if a response is required.



INTERCOM Gates/Intercom System

All access gates to the shared site (Padnell Pre-School/Padnell Junior School), will be opened between 8:30am and 9.00am each morning to allow families to access the site from which ever direction is most convenient. The gates will then open again in the afternoon at 3:00pm at the Juniors and 2.50am at the Infants for collection across the campus. Please note you are unable to use the driveway until after 4.15pm so will need to walk in if collecting from after school clubs before this time.

Outside of these times, visitors should arrive at the designated gates for each setting (infants, pre-school or juniors) and use the buzzer system to enter. Our Door/Gate Intercom system only allows us to unlock the last entry point that was pressed. This includes the front door, so although we may see you, we cannot unlock the door until you have pressed the buzzer.

These gate usage protocols also extend to any events organised by each of the settings. Please note that infant school events must be accessed using the infant gate, whilst junior school events must be accessed using the junior gate and likewise, pre-school visitors should use their own buzzer system at the Infant entrance. This will ensure our security is high and the safety of your child is prioritised.

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MEDICINES

We are only able to administer medicines which have been prescribed by the Doctor, which are required to be taken **four times a day**.

Please bring any medication into the office as you will need to complete a form and sign it in, and out, on a daily basis. **No Medicine should be sent in with a child alone.**

We are able to administer Calpol after 1pm if you have given your permission but will still call you first. We use the 'under 6' Calpol for all our children, no matter what their age or stature.



School Dinners

Every day your child is entitled to a free school dinner, provided by Dolce. These are balanced healthy meals, which boost your child's energy levels for afternoon learning. They are a great option and save you the hassle of making sandwiches and chasing lost lunchboxes at the end of the day!

Also, because the calorie content in a school dinner is only a third of a child's daily requirement, you can opt to share another family meal later that day or top them up with a light tea.



Pre-Ordering

Please ensure you have signed into SchoolGrid and that you order a lunch for your child each day they need a meal. This is done in advance, either daily or in blocks. We appreciate your co-operation in doing this.

Please share with your child verbally on the way to school what you have ordered for them.

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Packed Lunch

If you opt to provide your child with a packed lunch, **a balanced lunchbox should contain:**

- Starchy foods (bread, rice, potatoes, pasta etc.)
- Protein foods (meat, fish, eggs, beans etc.)
- A dairy item (cheese, yoghurt), or a dairy-free alternative
- Vegetables or salad and a portion of fruit.

Lunchtime eating affects how your child behaves and performs at school. If you want ideas on how to make your child's healthier then do please pop into the Hub and see Jo, our Parent Partner.

Please be reminded that all items, including sandwich boxes and the little containers you put in the sandwich boxes, must be named.

Allergies



There are children and staff within the school who are severely allergic to nuts. Products containing nuts are NOT ALLOWED in school to keep all our children safe. We do allow chocolate items such as Penguins, Kit Kats, Wagon Wheels etc. but not larger bars or sweets. Also, Chocolate Spread should not be of the nut variety. We reserve the right to confiscate any unauthorised items such as sweets or nut containing items.

Choking Hazards: Eating in a lunch hall is not the same as at home and we would like to avoid a serious incident involving choking. Please can we ask that you support us with this safety measure. If you pack grapes in your child's lunch, please ensure they are cut into smaller pieces. Whole grapes can pose a choking hazard, especially for younger children.

Thank you for your support with these important safeguarding measures.

Allergy Safety Policy: In accordance with *Benedict's Law*, our Allergy Safety Policy can be found on the school website. If your child has an allergy, please keep us informed of any changes to their needs or medication.

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Parking

Parking is a contentious issue for the majority of schools. Can I please ask you to park considerately, being mindful of our neighbours and keeping all our community safe.

Illness

If your child is too unwell to come to school, please keep them at home to rest and recover. In cases of sickness or diarrhoea, Hampshire County Council guidance states that children should remain at home for 48 hours after their last episode of illness before returning to school. Whilst absence due to illness will be recorded, it is classified as an authorised absence.

It is important that you let us know if your child is unable to attend school. Please telephone the school before 9.15am on the day of their absence. You may call earlier and leave a voicemail if necessary.

If we have not received a reason for your child's absence by 9.15am, the absence will initially be recorded as unauthorised. However, as part of our safeguarding procedures, we will continue to try to contact parents/carers and emergency contacts to ensure that your child is safe. If we are unable to make contact, we may carry out a welfare visit to the family home.

More detailed information regarding attendance procedures and expectations will be shared shortly in conjunction with the Junior School.



SCOOTERS AND BIKES

We encourage children to walk or ride to school as this helps us to alleviate the traffic problem. Our bike pods are situated near the main office. **We would like to remind you of our joint school rule: there is no riding of bikes and scooters on the school grounds (this includes younger siblings).** We ask children to dismount their bikes and scooters on the pavement and walk up the path pushing them. This is in place as a result of incidents previously where younger children have been hurt.

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Bike Helmets

Again, due to space, although we encourage the children to wear these, we cannot keep them inside the school building. Please either attach them to your child's bike or take them back home with you.

Book Bags

We do not have the space for rucksacks or alternative styled bags to the usual school bag style so again please ensure your child does not arrive with one. If you need a rucksack to put all school items into one then do so but unpack at the school playground and take the large bag back home please.

All correspondence for the office should come in your child's book bag please.

Thank you for helping our school of 270 children (and their families), run safe and smoothly.