
MONKTON PARK PRIMARY SCHOOL



Parents'
Guide

SCHOOL TIMES

The doors are open at 8.45am and registration is at 9am. Children arriving after 9am will be marked late. After a short period at the start of the Reception year, when parents may need to come into class to help children settle, we ask that parents leave children at the doors of classes. We want to encourage them to be as independent as possible and to sort out their own coats and bags. The school day ends at 3pm.



UNIFORM

WINTER UNIFORM

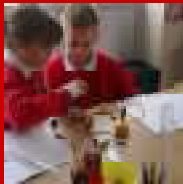
Red sweatshirt/V necked jumper or cardigan. White or grey shirts/blouses with collars. Grey school trousers, dark grey cords, grey shirts or pinafores. Dark suitable footwear.

SUMMER UNIFORM

Grey school trousers or shorts. White cotton or polo shirts. Red/white gingham dress.

PE KIT

Black shorts, black leotard or black PE skirt. White or red T-shirt. Plimsolls are an additional requirement for outdoor PE and children need a warmer sports top for winter games together with suitable footwear e.g. trainers or football boots for outdoor games. Children must change into PE footwear, trainers may be worn for outside activities and bare feet or plimsolls for indoor work.



JEWELLERY

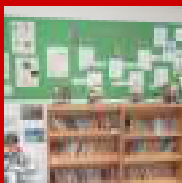
We do not allow any jewellery except ear studs, which should be removed for all sports activities.

HAIRCUTS

Please could I ask parents to make sure they do not send their children into school with any extreme haircuts.

CONTACT DETAILS

It is extremely important that any change of contact details are given to the School Office in writing, as soon as possible.





ALLERGIES

We have a number of children in school with nut allergies. Please could you avoid sending nut products to school if at all possible. Please also ensure that you let us know if your child has an allergy.

MEDICATION

The school is committed to pursuing a policy of inclusive education. If a child needs medication at school an individual health care plan must be completed well before medication needs to be administered by school.

Every effort will be made to contact parents of children who are taken ill or injured at school. In an emergency a member of staff will act in loco-parentis and take appropriate action. First Aid in school is administered by qualified First Aiders.

ABSENCE FROM SCHOOL/CLUBS



Please could you make sure that the school is notified, by telephone (01249 652395) or e-mail (admin@monktonpark.wilts.sch.uk), on the first day of absence. If your child is away for more than one day, could you please send in a letter of explanation for the subsequent days.

DINNER MONEY

Please make sure that dinner money is given to your child on the day of the meal, in a named envelope or purse. If you would like to pay on a weekly basis, please send your child in with a cheque made payable to Sodexo.

LOST PROPERTY

We have a lost property box outside the Foxes' classroom in the cloakroom area. At the end of each term we donate clothing to charity shops and throw other items away that have not been claimed.





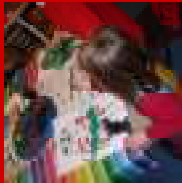
PHOTOGRAPHS

Permission forms are available from the School Office, if you have not already completed one. Our policy is as follows:

- * The school can take photographs of children involved in school activities.
- * Parents can take photographs/videos of school plays, sports days etc.
- * All children may be photographed by the media but their names will not be disclosed.

CONCERNS

If you should have any concerns about your child and would like to talk to your child's Teacher, please try to see the Teachers after school. If you would like to talk to the Headteacher, please make an appointment with the School Office.



NEWSLETTERS

There is a weekly newsletter and I would also like to remind parents that you can see the latest newsletter on our Website:

www.monktonpark.wilts.sch.uk

E-MAIL AND TEXT MESSAGING SYSTEM

We are now able to send messages, information and alerts home to parents via e-mail and text messages, thanks to a system called 'HomeContact'. If you would like to sign up to this service, please complete the slip or log on to their website:

www.homecontact.co.uk

