

NEWSLETTER SUPPLEMENT

Aylward Primary School



END OF DAY PROCEDURES

If you are unable to collect your child or arranging another adult to collect your child **please contact the school office by latest 2.30PM**. You will need to give the name of the adult collecting, the relationship to the child and you will then be given a **'one time password'** for that day to pass onto the adult who will be asked by the staff member before releasing the child.

Any messages received later than 2.30PM either by phone or email may not reach the child's teacher on time.

Children in **years 5 and 6** who are currently allowed to go home unaccompanied by a parent/carer. Please ensure you update the school office if you wish to make any changes. **Please download, complete and**

return the form from our [website](#) if you wish to give new permission for your child to go home by themselves. (Years 5 & 6 Only).

Late Collections

We do understand that emergencies arise occasionally resulting in not being able to collect children on time. Children who are not collected on time are taken to our PAALS provision. It is **our policy to make a charge when children attend without pre-booking or because they have not been collected on time.**

Late Collection fee if collected by 4pm is **£7**, Late Collection fee if collected after 4pm is **£12**. Late Collection (after 5.45pm) from PAALS is **£16**.



APPOINTMENTS & ABSENCES

Please could Parents and Carers make children's medical appointments outside of school hours. If this is unavoidable, it is essential to inform the school office in advance and provide evidence, such as an appointment letter, which can be emailed to us, or visit the school office if you have an appointment message on your phone.

If you need to request a leave of absence for any other reason, including religious observance, **please ask for an Exceptional Leave Request form from the school office in advance of the absence.**

Headteachers are not permitted to authorise leave of absence for holidays during term time; these will not be authorised and could result in a fine.

Due to the rise in absences before and after school holidays, **medical evidence must be provided for all pupils for sickness absence** to be authorised at these times.

Parents have the responsibility of ringing the school office by 9.30am at the latest to report their child's absence.

LATE ARRIVALS

Please ensure that your children are in school on time each day. Lessons start promptly and we want to avoid children feeling uncomfortable about arriving late. Should you arrive late with your child, they need to be signed in at the school office. Staff will escort younger children to their classes, as soon as they are able to.

Please remember that the back gate is closed promptly, therefore if your child is late to Nursery, entry is via the main office only.



WHEN CAN MY CHILD RETURN TO SCHOOL?

(INFECTION CONTROL POLICY)

Should your child suffer with sickness or diarrhoea then they should not come to school. Children can only return to school for the start of the next morning or afternoon session 48 hours after their last bout of sickness or diarrhoea.

For example, if a child is last sick at 11.00am on the Monday, 48 hours would be 11.00am on the Wednesday. Therefore the child can return for the start of the afternoon session on the Wednesday (NB children can only return for the start of a morning or afternoon session).

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FIXED PENALTY NOTICES

Please be aware that Harrow Local Authority have advised the following changes to Fixed Penalty Notices which are issued following absences which are not authorised by the Headteacher.

This also includes non-consecutive absences. Previously, up to three Fixed Penalty Notices a year could be issued to families.

Now only one Fixed Penalty Notice will be issued, and if further unauthorised absences occur during the academic year, the Local Authority will look to prosecute.

MEDICAL REPORTS AND CORRESPONDENCE

We kindly ask that any medical or SEND (Special Educational Needs and Disabilities) reports, as well as related correspondence, be directed to the Inclusion Team rather than given directly to your child's class teacher.

These documents can be handed in via the school office, but please ensure they are clearly marked for the attention of the Inclusion Team. The team will review the information and share it with the appropriate staff members as needed.

JEWELLERY/ ACCESSORIES

For safety reasons jewellery must not be worn to school at all. Whilst small, plain, stud type earrings are acceptable; they must be removed or taped for any physical activity.

If your child needs to wear jewellery to school for religious reasons, we kindly ask that you request permission

beforehand, so that all staff can be informed of what has been agreed. Requests should be sent by letter or email to the school office.

Please label all Uniform, Lunch Boxes and any items brought into school. If they go missing they can be reunited with their owner, rather than ending up in lost property



FORGOTTEN ITEMS

Please do your best to ensure that your child has everything he/she needs in school every day as at busy times the office staff are not always able to deliver forgotten items, such as lunch boxes, water bottles, PE Uniform etc.

Aylward is a 'Nut Free' school. Children should not bring peanuts, tree nuts or foods containing nuts into school, including any chocolate spread that may contain nuts.

Please check
all product
labels carefully



PARKING

When dropping off and collecting children Please do not park in the school car park. The car park is for staff and visitors only. We kindly remind all families to park safely and responsibly when dropping off and collecting children from school. Please avoid stopping on yellow lines, blocking driveways, or parking in areas that may obstruct visibility for pedestrians and other drivers.

Your cooperation helps us keep the area around our school safe for all families and staff.

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PLAY EQUIPMENT

Please remember that children should not be using the trim trail or gym equipment before or after school.

SUPERVISION IN THE PLAYGROUND

Children must be supervised by an adult until at least 8.40am, at which time there will be a member of staff on duty.

PLAYGROUND SAFETY

For everyone's safety please can we remind parents and carers that children must dismount from bicycles and scooters before entering the school gates.

WATER BOTTLES

Please can children have a water bottle in school every day.

MOBILE PHONES

These should not be brought into school without prior permission from Mrs Kelly.

As a good example we kindly ask parents and carers to support the "Greet your child with a smile, not a mobile!"



SCHOOL LUNCHES

The latest school lunch menu can be found on our website.

If your child has a medical allergy and /or intolerances you can find the form on the website via the link below.

Fill this out and return to the office with the medical evidence.

LUNCH MENU



PARENT WHATSAPP GROUP

Just a reminder that the Parent WhatsApp Group is for information communication only. Please can all parents ensure that no behavioural incidents are reported in the group. Any incidents that may have occurred need to be reported and discussed with the class teacher.





Safeguarding at *Aylward Primary School*

Designated
Safeguarding Lead
/ Inclusion Lead



If you have any concerns about a child's
safety, **wellbeing** or **additional needs**, please contact:

Miss N. Khan

Designated Safeguarding Lead (DSL)
Inclusion Lead



020 8958 9202



safeguarding@aylward.harrow.sch.uk



Available for families, staff & pupils

**Safeguarding is everyone's
responsibility.**

If you are worried about a child,
please speak to us – we are here to help.

