

DIAMOND HALL INFANT AND NURSERY SCHOOL
WELL STREET
SUNDERLAND
SR4 6JF
TELEPHONE – 0191 5537620
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E MAIL - DIAMOND.HALL.INFANT@SCHOOLS.SUNDERLAND.GOV.UK

Dear Parent,

I wish to inform or remind parents of the following guidelines relating to our school:-

SCHOOL MEALS – All school meals are prepared on the premises and should be of high quality. There is a choice of meal each day. The cost per meal will be £1.30 per day - £6.50 per week. We must receive payment for meals every Monday before 10.00am. We greatly appreciate the correct amount inside a sealed envelope or pocket with amount, clear instructions for the week or days preferred, child's name and teacher's name on the outside of the envelope.

PACKED LUNCHES – If you prefer your child to have a packed lunch instead of a cooked meal, your child must bring a packed lunch every school day. A choice of days is not available as allowed for cooked meals. Lunches must be brought to school in a ridged sealed container e.g. a sandwich box and drink should be provided inside the container as part of the lunch. Glass bottles are not allowed under any circumstances. The lunch box must be named and uneaten food and wrapping must be taken home in the box. Please make sure a packed lunch is a well-balanced meal. No sweets please. The school will not be responsible for the lunch boxes or their contents.

SHOULD YOU WISH YOUR CHILD TO CHANGE FROM PACKED LUNCH TO SCHOOL DINNERS OR VISE VERSA THIS MUST BE DONE AT THE END OF EACH HALF TERM IN WRITING TO THE CHILD'S CLASS TEACHER OR OFFICE.

HEALTHY SCHOOL – Children are provided with a piece of fruit to eat every day. Children may also bring into a school a named plastic bottle of water should they require a drink throughout the school day. This bottle will be returned home at the end of each school day to be washed and refilled. Water is good for the brain!

ABSENCE FROM SCHOOL – If your child is absent you must inform us by telephone of the reason on the first day of absence. Failing this a letter will be required on the child's return to school. It is very important that you co-operate fully in this matter, if we do not receive an explanation, an unauthorised absence is marked against your child, which will be noted on school records and your child's Annual Report. Frequent absences will be referred to the Education Social Worker or staff from Every SchoolDay Counts Project. Children with good attendance are recognised and rewarded throughout the school year.

HOLIDAYS – We strongly advise you not to take your child out of school during term time; children can become unsettled and miss valuable lessons. Hays Travel currently have a 10% off offer on school holiday time in conjunction with the Every Schoolday Counts Project (presently till August 2006). However, if after consideration you do wish to take your child on holiday during term time, you must apply in advance. Holidays can be authorized accordingly at the Head Teachers discretion depending on a child's previous attendance record. All applications for holidays, which result in a child missing 10 school days in any one academic year, will not be authorised. Year Two children must not take holiday when the end of year S.A.T assessment takes place (May each year). Holiday request forms are available from the school office.

PUNCTUALITY – It is important that good habits are established at the beginning of your child's education regarding punctuality. The morning session begins at 9.00am prompt and the afternoon session at 1.15pm. School finishes at 3.15pm. In the morning doors open at 8.50am to allow the children to come into school. In the afternoon school starts at 1.10pm. For security reasons the doors are locked at 9.05am and 1.20pm. Children who go home for dinner should not return to school before 1.10pm. On return children need to come into school through the Nursery/Reception doors not through the playground.

THE SCHOOL ENVIRONMENT – We do not allow dogs (except guide or listening dogs) inside the school or on our grounds, this is for the safety and health of children, staff and visitors. We have a No Smoking Policy within our school and request that you do not smoke in school or on the grounds.

PUIPIL ACCESS INTO SCHOOL – Parents must ensure that children do not enter school through the main gates at Well Street. Children must enter school from Wilson Street or the pedestrian crossing leading from Wilber Court. Main gates must only be used for children arriving late after 9.05am.

MEDICATION – Mrs. Ramshaw, School First Aider, can only administer medication prescribed by the doctor once a day. Parents must bring medication to the school office and write the details of dosage etc in the medication book. All medication will be returned to the class teacher at the end of the school day.

CLOTHING – All clothing must be marked with your child's name, this is especially important with items of uniform and removable items such as coats. Shows should be low heeled and suitable for outdoor play. We encourage the children to wear the school uniform as they feel part of the 'team'.

JEWELLERY – Please actively discourage your child from wearing jewellery at school e.g. rings, neck chains – it causes too many problems, on grounds of safety and upset at loss. However, tight fitting ear studs are allowed (no other form of earring). A disclaimer form must be filled in if your child wears an ear stud. Forms are available from the office. We accept no responsibility for any item of jewellery that is broken or lost in school should you not follow our advice.

Children should not bring toys, cards, sweets or money to school.

Please may I ask your co-operation concerning these procedures – they are important to the efficient management of the school.

SCHOOL HOLIDAYS

The dates for 2005/2006 are as follows

	Break – Up	School Returns
Summer	22 nd July	6 th September
Autumn mid term	21 st October	1 st November
Christmas	23 rd December	9 th January
Half-term	9 th February	20 th February
Easter	7 th April	24 th April
May Day	28 th April	2 nd May
Spring Bank Holiday	26 th May	5 th June
Summer	21 st July	

PLEASE NOTE THE FOLLOWING INSET DAYS ARE INCLUDED IN ABOVE

Monday 5th September
Friday 16th September
Monday 31st October
Friday 10th February