**GENERAL INFORMATION**

* **School Times**

The school day starts at 8.50am for all pupils. The doors are opened at 8.45am.

The school day ends at 3.15pm for Reception children and 3.20pm for Years 1 - 6.

* **Lunches**

Children who decide to have a cooked meal will choose from a menu daily. Menus are available to look at online on our school website <http://www.westjesmondprimary.org.uk/website/lunch_choices/410203>.Children in years Reception to Year 2 receive a Universal Free School Meal and therefore no payment from parents is required. Parents will need to have completed a FSM + Eligibility Checker form and returned this to the school office.

If your child does not want a school dinner, they can bring a packed lunch. To avoid any nut related allergic reactions we would really appreciate if nuts/snack bars or any food that contain that contain nuts were not included in daily packed lunches or for school trips. I know this may cause inconvenience but having an allergic reaction is a frightening thing and not something we would want any child to go through at school.

* **SIMS Pay**

Here at school we use the online payment system known as **‘SIMS Pay’** which is very easy-to-use. We do not accept cash or cheque payments for anything. SIMS offers you the flexibility to make online payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that payments are secure and use the highest level of card security and that funds will reach the school safely. Once your child has been admitted to school in September a code will then be issued enabling you to use SIMS Pay. This will then be used to pay for lunches (where appropriate from Year 3 onwards), or to pay for educational visits throughout the year.

* **Milk**

Milk is available for all children. Parents should sign up for milk via the **Cool Milk** website [www.coolmilk.com](http://www.coolmilk.com) Children who are under 5 receive milk free of charge via Cool Milk. Once your child turns 5, you will need to make sure you begin to pay for the milk, as they will no longer receive one for free. If parents are eligible for free school meals, where parents have applied with Newcastle City Council, school will pay for your child’s milk. You will need to inform Cool Milk and they will verify this with school.

* **Water**

Children are asked to bring a named plastic water bottle with sports top to keep in the classroom. This must be taken home each night to be cleaned and refilled. Please make sure this is clearly named.

* **Sickness**

Please note that if your child has been sent home due to vomiting they must stay at home for 48 hours. Similarly if your child has vomited at home they must stay at home for 48 hours. This is essential to ensure that bugs are not transferred to other children.

* **Letters to Parents**

All letters and information are sent home once a week via an email link. Parents are requested to give a preferred email address. If no email address is received parents are able to access the mail via the school website [www.westjesmond.newcastle.sch.uk](http://www.westjesmond.newcastle.sch.uk)

* **Administration of Medication**

It is school policy not to administer medicines to pupils, other than in exceptional circumstances.

Medicines should not be sent to school with your child. Courses of medicine, e.g. antibiotics, should be organised so that doses are taken outside of school hours. If you feel your child needs any medication, or they are out onto a new medication through the year, please contact the office for a discussion with our Medical Lead Officer.

* **Uniform for Reception Children - School Uniform should be worn at all times. This comprises:**

Navy logo polo shirts

Navy blue logo V neck jumper

Navy blue logo cardigan

Navy blue skirt/pinafore or school trousers/shorts (not jogging or tracksuit bottoms)

Navy blue or yellow checked summer dresses

Sensible black, flat or low heeled shoes or ankle boots (no trainers or Ugg style boots)

Navy or black tights (no leggings)

Socks (where seen) should be white, black or navy

Navy or black religious head wear

Navy blue logo fleeces are available if desired

Jewellery – a watch, one pair of plain studs only

Makeup including nail varnish and lip gloss should not be worn to school.

Hair colour and style should not be extreme (E.g. tram track style shaving or not natural hair dye colours).

* **Uniform for PE**

White and yellow logo or plain white PE shirt, navy blue sports shorts, Gym shoes and trainers. Your child will also need a pair of plain socks to wear for PE sessions. These items should be brought to school in a named drawstring PE bag and left on your child’s peg and taken home at the end of each half term. Your children will need a PE kit from the first week.

* **ALL UNIFORM ITEMS CAN BE PURCHASED FROM:**

Emblematic Ltd

Unit 20G, North Tyne Industrial Estate

Benton

Tyne & Wear

NE12 9SZ

Telephone Number: 0191 2701449

Website: [www.emblematic.co.uk](http://www.emblematic.co.uk)

Opening Times: 10am – 5pm Monday to Friday

Orders can be delivered to school Free of Charge during school hours.

Parents can purchase items via the website, via order form posted to the address above (enclosing a cheque) or in person to the address above. Items can be delivered to school free of charge during term time. In addition to this, Emblematic will be holding uniform sales periodically in school throughout the year.

**Please always make sure all items of clothing are clearly labelled – thank you.**

* **Book Bags and PE Bags**

Book Bags and PE Bags must be purchased through school and are available via SIMS Pay once your code has been issued. When you have purchased your bag it will then be given to your child’s class teacher and sent home to you. For the first few weeks until your bags arrive, we will give each child a bag they can use which will fit in their school drawer and that they can use to bring their school diary in and out of school each day. Please do not send your child in with rucksacks or backpacks – they simply do not fit on our pegs. **Again, please make sure all bags are clearly labelled.**

* **Wellies and Raincoats.**

We ask if all children can bring in a pair of wellies they can leave in school. It is helpful to always have a pair on site for when we go out in wet weather, or for visits to the allotment or orchard where the ground may be muddier than expected. Can children also bring in a light raincoat that will fit into their drawer or hang on their peg throughout the year. Again, it is helpful to always have a raincoat for an unexpected change in the weather, or to pull on when we go on little visits. **Please make sure both your child’s wellies and raincoats are clearly labelled.**

* **West Jesmond Breakfast and After School Club**

Here at West Jesmond we have our own on-site After School Club and Breakfast Club. The clubs are in very high demand and may have a waiting list. If you are interested in your child attending Breakfast Club or After School Club, please contact the school office on 01912810000 with details of the days and times you would like your child to attend.

**Breakfast club;**

Monday-Friday 8.00am-8.45 am (breakfast included) **or** 8.20am-8.45am (breakfast not included)

(Breakfast club £4.85 per session. Without Breakfast £3.20 per session).

**After School Club;**

Monday – Friday 3.20pm – 5.55pm

(After School Club £12.10 per session).

* **Alternative Wrap-Around Care**

There are two local breakfast and after school clubs that drop off and pick up from West Jesmond Primary. You may find their contact details useful;

1. Little Acorns Out of School Club, St Hilda's Church Hall, Thornleigh Road, Jesmond, NE2 3ET

littleacornsosc@gmail.com 07769 271066

1. Bugs and Bees Out of School Club, The Church of the Holy Name, 7 North Jesmond Avenue, Jesmond, NE2 3JX

bugsandbees@butterfliesandbugs.co.uk

**If you have any questions or concerns about anything mentioned in this information, please feel free to contact school on 0191 281 0000, or email to** **hello@westjesmond.newcastle.sch.uk**