

Emergency closure arrangements

In the event of the school having to close unexpectedly parents will be contacted by phone or by text if this is during the school day. If severe weather is likely parents are advised to listen to local radio stations. Information will also be posted on the school's website: www.playdenschool.com as well as at www.eastsussex.gov.uk

School meals

School meals are steamed on site and must be pre-ordered. Mrs Bristow will be able to provide you with menus and further information. Meals cost £2. If you think your child qualifies for free school meals please see Mrs Bristow.

School visits

Parents will be informed if we are proposing to take children out of school and will be asked for permission at the time. Parents are usually asked to make a voluntary contribution to the cost of the trip.

Quite often we rely on parents to help with transport on local trips. If you are likely to offer help with transport please check that your insurance covers you for this purpose and sign an official form available from the office. You will also have to show us your driving licence and insurance certificate.

Homework

The school has a Homework Policy which is distributed to all parents in September. We greatly value the way in which parents support their children in carrying out homework.

Parents' consultation evenings

These meetings take place in Terms 2 and 4 and are designed to share information on children's progress, including ways in which parents may help their child at home. Parents are also invited to share concerns or any other relevant information regarding their child.

Before and After school clubs

We run a daily breakfast club from 8am. We also run a range of after school clubs Brighton & Hove Albion currently run weekly coaching sessions for boys and girls in both infant and junior classes. There are also clubs for karate, dance and art. There is also a football club for boys and girls in Years 5 & 6. Please contact the office for details.

The PSA (Playden School Association)

All parents are automatically members of the PSA, which meets throughout the year to organise fund-raising and social events. Please DO get actively involved. You will be kept well-informed regarding these meetings.

Medicines

The school can administer only those medicines prescribed by a doctor. However, we require written consent from parents before we can follow this procedure. Alternatively parents are welcome to come into school to give medicine to their child at the appropriate time. In the event of long-term, regular medication being necessary please contact Mr Greenway.

Accident reporting

If a child receives an injury or is taken ill at school we shall administer first aid. If we feel it is necessary we shall always contact parents, explaining what we have done, particularly when there is an injury to the head.