

ST MICHAEL'S CE PRIMARY SCHOOL, PLAYDEN

Tel: 01797 280277 Email: office@playdenschool.com

Website: www.playdenschool.com

COMPENDIUM : ESSENTIAL INFORMATION FOR PARENTS

Meet the Governors

Our Parent Governors: Fiona Osborne, David Rhys-Jones, Helen Sargent

Our Staff Governors: John Greenway, Toby Cook and Denise Sheppard

Our Community Governors: Darryl Wall (who is also the Chair) and Debbie Keen

Our local authority governor: Tim Roche

Our Foundation governor: Peter Challans

Meet the staff

Class 1 (Reception/Year 1) is taught by Miss Holly Newton

Class 2 (Year 1/2) is taught by Mr Toby Cook

Class 3 (Year 3/4) is taught by Mrs Tracy Pepler (whilst Mrs Davies is on maternity leave) and Miss Catherine Palmer

Class 4 (Year 5/6) is taught by Miss Jodie Hoad

Mrs Helena Bennett teaches music in all 4 classes on Wednesdays.

Mrs Bristow is the school Bursar/Secretary and Mrs Sheppard our administrative assistant.

Our teaching assistants are Mrs Tina Cook, Ms Sarah Whiting,

Ms Miranda Heighton, Ms Nicole Ryding and Mrs Anne Jackson

Mrs Gail Dodson is our Midday Supervisor, Mrs Julie Ennis our

Kitchen Assistant and Mr Derek Crafer our caretaker.

School session times

9.00-11.45 (11.50 Key Stage 2)

1.10-3.30: Key Stage 1

12.45-3.30: Key Stage 2

Daytime contact

Please ensure that the office has up-to-date information regarding your daytime phone numbers **and** that of a relative or friend as an alternative. Please return the data information form to the office.

Attendance

If your child is absent please contact the school before 9.15am by phone or in person on the first day of absence. If a child does not arrive at school and there is no message from parents we will attempt to make contact by phone.

Parents are expected to send a signed note in respect of any absence and this needs to identify clearly the reason for the absence. The school is not able to accept verbal messages from other children as authorisation for an absence.

Absences for holidays during term time will not be authorised. However, if you do decide to take your child on holiday you will need to fill in a 'holiday' form, available from Mrs Bristow. The Headteacher does have discretion to authorise some absence on compassionate grounds so please discuss this with him if appropriate.

Absences will be regarded as authorised when a note has been received from the parent of the child concerned explaining his/her non-attendance at school.

Lateness

If a child arrives after the start of the school day then s/he has to be registered with a "late" mark. We believe punctuality to be very important, both in instilling good habits into children and also ensuring that they are present for the introduction of the day's work by the teacher. Arrival after the register has been taken constitutes unauthorised absence.

It is a legal requirement that schools should notify the local authority of infrequent or irregular attendance, or continuous absence of two or more weeks that are not supported by a medical certificate.