Danehill CE Primary School – Information

office@danehill.e-sussex.sch.uk
01825 790388

School Drop off and Pick up:

08.30	School gates open (EYFS and KS1 children must be supervised by parent until 08.45)
08.40	Drop off – all children should be in the playground
08.45	Bell Rings, Doors open – Registration Time
08.55	Registration Closes (between 8.55-09.15 = L code for late)
09.15	U Code (after 09.15 until 12.30 = U Code)

If children arrive late to school, they will need to be signed in via the school office – this is to ensure everyone is accounted for in case of a fire or an emergency.
The Arbor register automatically closes, so anyone who arrives late will need to be manually added by office staff, even if you take your child round to their classroom.
If children arrive late before 09.15 they will get a L code for late. If children arrive late after 9.15 they will receive a U code, which is an unauthorised absence code due to lateness.

Attendance:

Regular school attendance is an important part of giving children the best possible start in life. Having 95% or above attendance is considered good. This is the equivalent of 9.5 out of the 190 school days across the year. Attendance under 90% is classed as 'persistent absence.' Missing 10% of school is equivalent to 1 day every 2 weeks, which equates to 1 whole month each year.

All learning in school is carefully sequenced and planned to build on previous learning. Though learning is repeated and practised to help children remember, missing any part of the learning sequence may leave a child with gaps that make future learning more difficult for them. Whilst teachers try their best to help children catch up, this cannot make up for the missed lesson.

Missing project time prevents a child from being fully involved in collaborative group work and makes it harder to complete work that they feel proud of.

Each lesson missed can make the learning a little harder for a child. For children who miss 10 or more days across the year, they are very likely to have gaps in their learning that impact on their progress and confidence as a learner.

We have a small number of children who are not making progress in line with their year group - most of these also have less than 90% attendance. Whilst we recognise that holidays and family experiences are a great benefit, these really should happen within the 162 non-school days.

Absence

If your child is not going to be able to attend school due to illness or any other reason, you should call the school office and leave a voicemail or send an email to the school office, to let us know the reason. Parents should inform the school every morning before 9.30am, while their child is off sick, or at least every other day if they are absent for a longer period due to illness. If the school office does not receive a call or email notification regarding the reason for absence, then we have a duty to contact you, so that we can be sure of the child's whereabouts – this is a safeguarding measure.

Schools have a duty to notify the local authority of any children they haven't seen or haven't had any communication from parent for a period of time.

Diarrhoea and Sickness
If your child is poorly with diarrhoea and/sickness, they must stay absent from school for 48hrs out the last bout of diarrhoea/sickness.

Please see attached poster from the Public Health Agency for guidance on infection control in school with certain illnesses/symptoms.

Medical absence
If you know your child needs to absent from school for example for a medical/dental appointment – please email or call the school office to make them aware. Children will receive a M code for this in the register, which is an authorised medical absence. Children should be collected or dropped off via the school office so that you can sign them in/out during the school day.

Planned absence
If your child will need to be absent from school for a period of time for example due to a holiday, event or family circumstance, you will need to complete a Withdrawal from Learning form. This form can be found on the school's website or you can contact the school office for one.
Please complete and return it to the school office as soon as possible.
Holidays and days out will always be unauthorised.

Penalty Fee
From August 2024 the laws regarding school absence and penalty fees changed. Please see the attached information from the Department of Education and East Sussex County Council.

If a child has 10 sessions (5 days) of unauthorised absence in a 10-week period, penalty fines will be considered. The third offence within a 3-year period, will automatically mean the case is presented to the magistrate's court.

Medicines
If your child requires medicine during the school day this can be administered by a trained member of staff.
All medicines must be handed into the school office and a parental consent form must be completed.
If it is a prescribed medicine then the medicine must come into school in the original packaging with the prescription label.

For Antibiotics – if the instruction is to administer 3 times a day or less, then this should be done at home outside of school time. If the instruction is 4 times a day, then we can administer the medicine in school. Please speak to the school office if you are struggling to administer 3 times a day outside of school hours due to breakfast or after school clubs.

If your child requires ongoing medication such as an inhaler or EpiPen then this medicine will be kept on site and again you will need to complete a consent form as well as an Individual Health Care Plan with the school office.

First aid

If your child requires minor first aid during the day, the trained school staff will perform first aid – such as cleaning wounds, applying plasters and applying cold packs. If a child has a bump to the head, then we will always try to call home or leave a message to make you aware. Children with a bumped head will also receive a bumped head wristband and will be watched carefully by staff for the rest of the day. If we have any concerns, we will call home.

In the event of a serious injury or emergency we will always contact the emergency services straight away. While on the phone to the emergency services, another staff member will contact the parent.

Alternative collection arrangements

If your child is going to be collected by someone other than their parent, please inform the teacher or school office each day. If there is a regular arrangement where an extended family member, family friend or other school parent will regularly collect your child, please email the school office so we are aware and can have this information on record. At the beginning of each academic year, we will send out a Google form asking everyone to give information of people who have your permission to collect your child.

School Lunches

At Danehill CE Primary we have Chartwells who provide our school lunches. School lunches are £3.06 per child per day and can be ordered and paid for via Parent Pay. The Chartwells menu is on the school website and will be emailed out to parents every time it changes.

Children in Reception, Year 1 and Year 2 are all entitled to Universal Infant Free School Meals (UIFSM) from the Government. This means they can just order a school lunch in the morning in class, if they require one.

For children in Year 3, Year 4, Year 5 and Year 6 you will need to select the days they require a school lunch and make payment via Parent Pay BEFORE they require the lunch (it is not a credit system for you to pay off after they have eaten – payment should be made prior to them having a lunch).

If you receive income related benefits your child may be entitled to Free School Meals (FSM) from East Sussex County Council. To check if you are eligible and to apply for FSM please visit the East Sussex website via the link below:

https://www.eastsussex.gov.uk/education-learning/schools/school-life/school-meals/free-school-meals

If East Sussex say you are eligible for FSMs they will inform the school and from that date you will no longer need to order/pay via parent pay.

Dietary Needs:

If your child has dietary needs due to allergy/intolerance or if they are vegan, please speak to the school office as there are forms you will need to complete for Chartwells so they can provide your child with an alternative special menu. Please be aware that Chartwells will require a letter from a medical professional (such as your GP) to confirm a dietary allergy/intolerance.

Nut free School

Like all schools, Danehill CE Primary school is a NUT FREE SCHOOL. We do have children/adults in school who have allergies to nuts, so it is essential that children do not bring in any food items that contain nuts for their snack or packed lunch. This includes Pesto that contains pine nuts and Nutella or similar chocolate nut spreads or butter.

Snack time
Children in Reception, Year 1 and Year 2 are provided everyday with fruit/vegetables for snack time. However, all children are welcome to bring in a snack from home to have a break time. Snacks should be a healthy carby item such as crackers, rice cakes, break sticks, or fruit/veg.
No cakes/chocolate or crisps.

Packed lunches from home
We encourage children to bring in a healthy balance packed lunch. At lunchtime this can include a small packet of crisps or a cake bar/biscuit but please avoid chocolate bars.

Breakfast Club
We have a breakfast club at Danehill that starts at 8.00am until the bell goes at 8.45am.
You can book breakfast club via Arbor. The cost is £3.50 a day. You will need to Top Up the Wraparound Account in your Arbor Parent Portal and then any breakfast club sessions booked/attended will be deducted from your Top Up Wraparound Account.

Afterschool Club
Pedro runs our after-school club. He sends out information termly regarding the clubs that are available to book. There is also information on the school website.
If you have a club query or would like to book, please contact Pedro directly at: pedrosclubs@gmail.com

Uniform
Please see information regarding our school uniform and how to order on our school website.
https://www.danehillcepschool.org/School-Uniform/

Newsletters
Our school newsletter, the Midweek Missive, is sent out to all parents every Thursday.
It is also upload to our school website:
Please see previous newsletters on the website. The newsletter often has the most recent up to date information regarding important upcoming dates.

Website
Please visit our school website for lots of information that may be helpful or of interest to you.
As well as the newsletters, you can also find the term dates, INSET Dates and other important diary dates.

https://www.danehillcepschool.org/

Arbor
Arbor is the schools information system that we use. We use Arbor to communicate with parents, send out school reports, record children's contact, medical and consents information, book parents evening slots as well as book and pay for school trips and breakfast club sessions. When a child is enrolled at Danehill CE Primary School parents are sent an email with instructions to set up their Arbor Parental Portal. The first time you set up and log in to your account, you will need to use a desktop computer or laptop. Once you

have logged in for the first time you can then use any electronic device to sign in and view the Arbor Parent Portal. You can also download the app to your smart phone for quick future logins.

In the Arbor Parent Portal, you can view your child's profile page and most of the information that we hold for your child, including their attendance. You can monitor your child's attendance and check the contact information we hold. If anything looks incorrect please email the school office to let us know and then we can correct this.

When your child first starts at Danehill, you will need to go through the school consent queries on Arbor – please click on each consent query and then click Give or Decline your consent, so that we know what you do and do not give your consent for.

These consents get carried over each academic year, and we remind you annually to check that the consents you have provided are still correct. If you would like to change any of your consents, you can do this at any time throughout the year by emailing the instruction to the school office and we will confirm once we have done this for you.

When school trips are arranged, information will be sent out to parents, and often we will ask parents for a contribution, which will need to be made via Arbor. In Arbor you will see a section for TRIPs where your child's trips will show.

There is also a section for Clubs where you will find Breakfast Club to book sessions.

If you have any queries regarding using Arbor as a parent, please see the below links that may help you to login, get started and navigate the Arbor Parent Portal:

https://support.arbor-education.com/hc/en-us/articles/212097029-A-quick-introduction-to-Arbor-for-guardians-and-parents

https://support.arbor-education.com/hc/en-us/sections/201716749-Parent-Portal-and-App-Getting-started-and-logging-in

Class Dojo App

For Reception and Year 1 we use Class Dojo for homeschool communication between teachers and parents and to share learning, photos and information.

Teachers Structure and contacts

Class	Year Group	Teachers	Contact
Hedgehogs	Reception	Karen: Mon, Tues, Thurs and Fri Meghan: Wed	kevans@danehill.e-sussex.sch.uk mupton@danehill.e-sussex.sch.uk
Foxes	Yr1 & Yr2	Gemma: Mon, Tue, Wed Meghan: Thurs, Fri	gwalker@danehill.e-sussex.sch.uk mupton@danehill.e-sussex.sch.uk
Badgers	Yr3 & Y4	Marianne: Mon, Tues, Wed James: Thurs and Fri	jwaters@danehill.e-sussex.sch.uk mcraik@danehill.e-sussex.sch.uk
Kestrels	Yr5 & Yr6	Keely: Monday, Tues, Wed & Fri Sue: Thursday	klevy@danehill.e-sussex.sch.uk slevy@danehill.e-sussex.sch.uk