

IMPORTANT INFORMATION FOR PARENTS

School hours, including lateness

School gates open at 08:30. Children in Reception, KS1 and KS2 must be in school by 08:40. Children arriving at school after this time will be registered as late. If your child is going to be late for any reason, please ring school on 01204 333380/81.

Nursery starts 8.30 and finishes at 11:30.

Lunchtimes for Reception to Year 6 children are between 11:15 and 13:00.

School closes at 15:00. Please collect your children promptly. If you are going to be late, please inform the school office so that your child does not become distressed.

School uniform

Your child must have a school uniform before they attend school, which must include a navy polo top, red jumper or cardigan displaying the school logo and black school trousers/skirt. Smart, sensible black shoes must also be worn; trainers are not allowed. Our uniform suppliers are Smart Clothing (Bolton Market Complex) and Whittakers schoolwear, (Deansgate, Bolton). Children should wear the school's sports kit for P.E sessions, which is also available from our supplier. **Please ensure your child's name is clearly marked on all articles of clothing.**



Attendance and absence

It is very important that children attend school regularly. Parents and carers must inform the school of the reason for any absences. This should be done either in person or by ringing the school (01204 333380) on the morning of absence before 9:00. All unexplained absences will be followed up by the school. We have a Family Liaison Worker, and Safeguarding and Wellbeing Officers who work closely with families to ensure consistently high levels of attendance.

Requesting leave of absence during term time

Under government regulations, schools are no longer allowed to authorise a leave of absence during term time for family holidays. We are only able to authorise leave in special or exceptional circumstances. Please ask at the office and complete a Request for Leave of Absence form.

It is the school's legal obligation to follow up all unexplained absence. If a child has an unauthorised holiday or unexplained absence for 5 days, this may lead to a local authority fine.

Medical and Dental appointments

Please try very hard to make appointments for your child after school or during the holidays. If an appointment has been made in the school day, please advise the office of any medical appointments and show the office staff your appointment confirmation. If you bring your child back during the school day, please come to the office.

Medication

Please let us know if your child has any special



medical needs e.g. asthma. If your child needs to be given **prescribed medication** in school, you must complete an Administering Medication Consent form at the Office. Please note that only **prescribed medicines** can be administered by school staff, who are qualified First Aiders. Parents/Carers must come into school to administer any medication which has not been prescribed.

Reporting accidents at home

If your child has had an accident away from school resulting in an injury, please inform the office where you will be asked to complete a Home Injury form.



OXFORD GROVE PRIMARY SCHOOL

Shepherd Cross Street,
Bolton BL1 3EJ
Tel: 01204 333380
Email: office@oxford-grove.bolton.sch.uk
www.oxford-grove.bolton.sch.uk
Head Teacher: Miss Harvey

IMPORTANT INFORMATION FOR PARENTS

School meals

The school offers a healthy and balanced menu of school meals for all pupils. We do not provide Halal meals but do provide a vegetarian option. Please pay all dinner monies direct to the office on a Monday morning for the full week (or half-term if you prefer). Should your child be absent and you have paid for meals in advance, this money will be used as a credit against future meals.

Alternatively, pupils can bring their own healthy packed lunch, which **must not** contain fizzy drinks, sweets/chocolate or nuts. Please let the office know in advance if your child will be changing their dinner arrangements.

All children in Reception and Key Stage 1 (Year 1 and Year 2) receive a free school meal under the government's scheme. If you have a child in Key Stage 2 and think your child may be eligible for free school meals, please either complete an application on Bolton Council's website or contact the school office for assistance. If you receive a letter advising you that free school meals have been stopped, you must come to the school office to tell us if you wish your child to stay on a paid school dinner or change to a packed lunch.

Healthy snacks



Snacks are provided to children in Reception and Years 1 & 2 (under a government scheme), these children need not bring their own snacks to school. Reception class pupils are given fruit and a carton of milk daily and year 1 & 2 pupils are given fruit/veg daily. Children in Years 3 – 6 can choose a piece of fresh fruit or bag of dried fruit daily at no cost (paid for by the school) or can bring a healthy snack from home if they prefer. No chocolate, crisps, sweets, nuts or fizzy drinks are allowed.

Breakfast club

The school offers a Breakfast Club to all pupils which opens at 08:00 and provides a healthy, nourishing breakfast and stimulating activities for the children, while allowing parents or carers to bring them to school earlier than usual. Breakfast club is **currently free of charge to all pupils**. Please ask at the office if you are interested in your child attending.



Personal belongings: mobile phones, jewellery, toys

Pupils should not bring mobile phones into school.

Pupils are not allowed to wear any items of jewellery in school, except for watches and small, plain stud earrings. Pupils should not wear smartwatches in school. Children will be asked to remove any additional items and these should be collected from the class teacher at the end of the school day.

Pupils should not bring their own toys into school.

Water bottles and school bags

Children from Year 1 and above are encouraged to bring water bottles into school and to use them regularly. Water bottles can only be filled with water. Please ensure your child's water bottle is clearly marked with their name. Water bottles with the school name and logo are available to buy from the Office at £2.00 each. Glass water bottles and air up® bottles are not permitted.

Book bags with the school name and logo are also available to buy from the Office at £5.00 each.



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Head Teacher: Miss Harvey