

## **What should I do if.....**

### **My child is absent**

Please telephone the school office by 9am on the day of absence and leave a message or speak to a member of staff. Absences will then be recorded and you will not need to send in a note. Alternatively you can email the school on: [headteacher.3240@stanford.oxon.sch.uk](mailto:headteacher.3240@stanford.oxon.sch.uk)

Please do not use Class Dojo or staff emails to report absences.

A member of the office staff will ring you if we are not aware of why your child is absent. Any absence that is not confirmed to the school by phone or note will be shown as unauthorised.

### **My child is late**

Please enter school via the front door and we will sign them in. Remember to confirm lunch arrangements so that hot dinners can be catered for. If children arrive late it does affect their attendance figures and is recorded as an unauthorised absence.

### **My child has a medical appointment during the school day**

Where it is not possible to make this outside of school hours, please send a note in to the class teacher in advance with a copy of the appointment letter or card. On the day, come to the main entrance where we will sign your child out, check the appointment letter / card or give you a slip to ask the receptionist to stamp or sign so that we have accurate records. If you return to school, the office staff will sign them back in.

### **We want to take a holiday in term time**

We are no longer able to authorise holidays during term time, following guidance from the Department for Education.

### **My child would like a school dinner**

Foundation, Year 1 and Year 2 children are entitled to a universal free school meal, which must be ordered in the same way as the rest of the school. Order forms are available through Parentmail. Orders can be placed weekly or termly in advance. The cut off is a week before the meals are due. Payment is also made via Parentmail for year 3 and above. School meals cost £2.55 per day or £12.75 a week for children in Years 3 – 6. Credit will be carried forward for any days where dinners are not taken eg due to absence.

### **Arriving at school**

Children can arrive from 8.30am and line up on the Key Stage Two playground, teachers will then lead them into the school building. Any child arriving after that time will enter the building by themselves. The side gate closes at 8.40am. Teachers are available on the playground for quick messages but otherwise please use Class Dojo or ring the school office.

### **Contacting staff**

For urgent messages or response please ring the school office on 01367710474, use Class Dojo or email the headteacher on: [headteacher.3240@stanford.oxon.sch.uk](mailto:headteacher.3240@stanford.oxon.sch.uk)

For less urgent messages please email individual staff members via email, links on the school website: [www.stanford.oxon.sch.uk](http://www.stanford.oxon.sch.uk) under staff / class pages. Please allow 5 working days for a response.

### **My child would like music lessons**

The Oxfordshire Music Service organise lessons and collect payment for lessons in: Brass instruments and violin. Their website has details of availability and costs on : [www.oxfordshire.gov.uk/musicservice](http://www.oxfordshire.gov.uk/musicservice)

We also offer guitar, drumming, band (Rocksteady) and piano lessons, through outside experts, if interested please speak to Miss Stott or the school office.