



Windsor Hill Primary School

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Principal: Miss I McKane

Vice-Principal: Mr. P. Morrow

School Website: www.windsorhillps.co.uk

Thursday 14th September 2023

Dear Parent / Guardian,

As we settle into our new school year it is lovely to be greeted by such happy, smiling faces each morning.

Introduction of ParentPay Online payment system

Following positive reports on the convenience of being able to send money into school electronically, we are introducing 'ParentPay', an online option for sending money into school which we trust everyone will register for and once you get into the way of it, will be useful. Accompanying this letter are details of information on how you can active your account.

A 'How to Guide' is available @ : <https://support.parentpaygroup.com/hc/en-gb/sections/6089568194577-Parents-and-guardians>

Cash will continue to be accepted, but parents are asked to ensure that exact money is sent and clearly labelled.

Pastoral Care

In the interest of health and safety we ask everyone to adhere to the following:

- It is school policy that ***NO JEWELLERY***, other than a watch should be worn. (*Earrings are a particular problem and are a health and safety hazard particularly for PE.*)
- Pupils with long hair should wear it tied back and up at all times. (This advice is issued by the school nurse for Healthy Heads.)
- Please keep the school advised, in good time, if there is a change of person collecting your child.
- There is no supervision on the Shandon Park buses, so it is essential that you, or another familiar adult, is always there to meet your child at the appropriate stop.
- If, because of a temporary minor ailment, you feel your child should not play outside during break or dinner times, a written request must always be provided to the class teacher beforehand.

Medical Details

Please ensure that the medical information on your child's personal details form for this year are up to date and returned to school as soon as possible. – **These forms are required every year. Up to date telephone numbers and email addressed for parents are also essential.**

Road Safety

In the interest of pupils' wellbeing and safety parents are asked to keep the area in front of the school gates clear by not parking vehicles along the 'zig zagged' area at drop-off and pickup times. Always use the small, red, front gate for entry and exit and ensure your child obeys the 'lollipop lady' who is there for everyone's safety.

Pupils must stay on the pathway at the front of the school at all times.

Parents are also asked to show consideration to residents in the area and to be careful not to block private driveways along Church Avenue when parking to collect children.



Absences

If your child is absent from school, it is important that you provide a note explaining the reason for the absence on the day of his/her return to school. School is required to keep a record of attendances and absences on the SIMS computer system which is monitored by the Education Welfare Officer. Without an acceptable written explanation for an absence it will be recorded as unauthorised. Regrettably, phone calls and verbal explanations, whilst appreciated do not fulfil these obligations. Sheets of absence notes are provided for your convenience, but any written note is acceptable. (***Further copies of absences notes are always available on request from the school office.***)

Please note that staff cannot provide work for pupils who are on holiday during term time. Such absences are discouraged and are classified as unauthorised.

Yours faithfully,
Miss I McKane
Principal