



Starting a New School 2026-27 Guidelines for Parents & Guardians

Welcome to Uplands Primary School

We hope that the brief information given in this leaflet will ensure that your child's start at school is as enjoyable, safe and smooth as possible. **It should be read in conjunction with any other information produced by school.** We recommend you visit our website for a host of further information.

The School Day

The school day officially starts at 8:55 am, when the children are registered. We invite children to enter the school grounds from 8.30 am. Classroom doors open to children at 8.40am. Gates will close at 8.50am so children are settled for registration at 8:55am. The morning finishes at 12.00 noon, and the afternoon session starts at 1:00pm, and finishes at 3:20pm for Reception and Key Stage 1 and 3:30pm for Key Stage 2.

Reception, Year 1/2 and Year 3/4 children will be brought out at the end of the day and handed over to their parents in the small playground. All children must be collected by an adult over 18 until the end of Year 4.

Year 5/6 children will be dismissed from the 5/6 gate and leave school independently, at the end of the day. Please discuss this with your child and make clear arrangements for how your child is to get home and where you will be, to meet them. If they should be meeting a parent who then does not arrive, **children must know to come straight back into school and wait at the office to be collected.** We periodically remind children of this and request that parents back this up.

Please let your child's teacher know if there is a different person from usual collecting your child.

Extended Services / Wrap Around Care

We currently run a breakfast club onsite. We also have an after school care provider called Sprouts. If you would like details of these clubs then please see our website or contact the school office. After school there are a range of extra-curricular activities that run on a termly basis beginning when children reach Year 1.

What shall I do about dinners?

Children can have a hot school lunch, which is cooked freshly on the premises or bring a cold packed lunch from home.

Children are able to select their preference from 3 options. These are chosen first thing in the morning and children are allocated a coloured wristband at lunchtime to signify their choice - menus are available online. Your assistance is required to discuss this at home as you would be amazed at how much learning time is lost at school whilst children make up their minds!

Please could we ask parents to make sure lunch boxes and snacks do not contain peanut butter, Nutella or other items that include nuts as some children in school suffer from severe nut allergies. Thank you for your assistance with this.

How do we pay for dinners?

Children in Year R and KS1 are entitled to Universal Free School Meals. Children in KS2 are required to pay for school dinners. Dinner money can be paid online and a

letter giving access details will be issued during September. If you need to pay by cash, please send in a sealed envelope, clearly marked with your child's name, class, and the total amount of money enclosed. There is a black box on the wall outside the school office where dinner money can be deposited. All meals must be paid for in advance. In the event of an absence, the money will carry forward as a credit. If a child orders a meal in error or goes home sick after 10.30am when a meal has been ordered, the meal will have to be paid for because the cook will already have started preparing the meal.

What do I do if my child has a food allergy?

Any allergies should have been reported on your child's registration form. If your child has a serious life threatening allergy, e.g. to nuts, then obviously we will have to agree a plan of action. If your child has a food allergy of any kind, you will need to complete the special diet form via Chartwells Catering [here](#) this will need to be confirmed by your child's doctor outlining the allergies. Chartwells will then issue a menu for your child. Children who have different menus, will have an orange band to ensure that they are served the correct meal. Chartwells will not be able to feed your child if you have not completed the special diet form.

Medicines

Please can we request that medicines of any description are never sent to school with a child. Please ensure an adult brings them to the office. We will administer medicine in conjunction with our 'Administering Medicines Policy' should your child need to take prescriptive medicines and be well enough to return to school. Of course, for children with long term conditions, there will be outside agency involvement and Uplands will make all reasonable adjustments to aid provision. Allergic reactions requiring urgent attention, i.e. Epipens, are an exception. If you need to discuss a medical issue requiring action from the school, please arrange to speak with the Inclusion Leader in the first instance. Please note we cannot administer ibuprofen and we do not allow children to have cough sweets in school as they are a choking hazard.

Medical Appointments

Please try to book dental/medical appointments outside of the school day e.g. after school or during holidays. If this is not possible please inform the office **and provide them with a copy of the appointment card/letter/reminder text for our attendance records.** If we do not see evidence of the appointment, it may be recorded as an unauthorised absence on your child's attendance record.

Do I give my child a snack?

We recognise the importance of a healthy snack to boost energy levels, concentration and increase their ability to learn, therefore one healthy snack, is encouraged for the afternoon.

We participate in the School Fruit and Vegetable scheme, so we are able to provide all our Year R and Key Stage 1 children with a piece of fruit or vegetable in the morning. We also take part in the milk scheme. Children who are under five will get free milk. Once they reach five they will still be able to continue for a small charge.

Water bottles

All children and staff have free access to water. We strongly believe in people drinking for thinking and ask that you provide your child with a **small named, clear bottle** on a daily basis. Children can refill their bottles with water at appropriate times so they remain well hydrated. Children are taught to empty anything remaining before they come home and not put in with their books! It is not acceptable to send in squash or other drinks for lesson time learning. Please can we also request **no metal bottles**, as there is a danger of these resulting in chipped teeth.

What do I do if I have a concern?

Your first port of call should always be your child's class teacher or key carer. This can be arranged by making an appointment at the office to see your child's class teacher at the soonest mutually convenient time.

How will I know if the teacher has a concern?

If the teacher has a concern, they will often catch parent or guardians at the start or end of the school day. If this is not possible we will make a telephone call outlining the concern and inviting you to discuss this. Please do not be alarmed the more we work together the better the learning experience for your child. There are more formal opportunities for you to discuss your child's progress throughout the academic year, such as Parent Meetings each term. These tend to be twilight or early evening meetings.

Absence Procedures

If your child is absent due to illness we request that you leave a message on the absence line on 01329 232878 or email the office on adminoffice@uplands.hants.sch.uk stating your child's name, class, the nature of their illness and when you expect them to return to school. Please can we ask that you provide some detail and not just state that your child is 'unwell'. For sickness and/or diarrhoea, children cannot return to school until 48 hours after the last illness episode.

For any other absence you will need to complete a 'Request to authorise absence from school due to exceptional circumstance' form. These can be found on our website or copies can be obtained from the office. Please ensure that you complete and return this at least 2 weeks before for the Headteacher to consider your request before you wish to take your child out of school.

Please note that we are not able to authorise term time holidays, and fixed penalty notices may be issued.

Emergency Contact Information

It is **very** important that we can contact a parent or guardian should there be a medical or any emergency at school and you provided contact information on your registration form. **All names, numbers, addresses and emails need to be kept up to date and it is parental responsibility to do this.** If you have any changes, please contact the office as soon as possible so they can update your details.

School Uniform

We are proud of how smart our children look. We expect shirts to be tucked in. In summer, flip-flops or sandals are not permitted and winter ankle or knee high boots are not permitted. Please refer to the uniform policy on our website for more information.

Will I be able to help in school?

The school values the partnership we share with our parents and guardians and there are many opportunities for you to get involved in the life of the school. Initially, your wish to help has to be balanced with your child's ability to cope with you in the classroom.

In order to safeguard all our pupils all volunteers in school will need a current DBS check. Our office team will be more than happy to provide you with information on how to acquire this.

The USA (Uplands School Association - PTA) is a great way to get involved. Look out for information from them or visit their page on our website for contact details.

Consideration for our Neighbours

If you can, please walk to school with your child. It is healthier and less troublesome. If you do have to drive do take care, as the roads become heavily congested and parking will be an issue. Please make sure that when dropping your child off or collecting them at the end of the school day, you take into account our neighbours in Morshead Crescent and any other adjoining streets. It is vital for everyone's safety that you drive and park with due care and consideration taking account of our neighbours and other parents and children. We have good cycle and scooter storage on site. This should aid health and wellbeing and reduce the road congestion. No cars should park or turn in the space outside the main school gate, nor park on the kerbs and grassed areas.

Handy tips

- Please send your child to school with the appropriate clothing; warm coat, sunhat, sensible shoes, etc.
- Please name **all** clothes and shoes including coats. Watch out for faded names and missing name tapes throughout the year.
- We have a lost property box for items that have 'gone astray' and you are welcome to look in there for items of clothing belonging to your child. The lost property box will be emptied at the end of each term. Unnamed/unclaimed items are washed and go to our second hand uniform store or local charity shops. If your child wears our spare clothes for any reason we would appreciate you washing and returning the items to the office as soon as you can.
- Please send 'loose', healthy, nut free snacks in a named container or disposable bag. Crisps, chocolates or sweets are not allowed for routine snacks.
- You could put a sticker or picture on your child's lunch box – there is bound to be more than one of that design!
- Children should not bring toys into school unless they have been asked to do so by their teacher for an activity such as 'Show and Tell'
- Jewellery should not be worn to school
- Mobiles phones are not encouraged. However, if they are needed by our Year 5-6 children for journeys to and from school, they should be handed to their class teacher in the morning and then they will be returned at the end of the day. **(We take no responsibility for mobile phones that are brought to school)**
- Water bottles (non-metal please) must be named clearly and checked regularly so they do not leak.

If you have any anxieties please come and talk to us as soon as you can.

Our school website is;

www.uplands-hants.co.uk