



Norham St Ceolwulf's C of E First School

New starter information sheet for Parents/Carers/Guardians

Key Contacts

School telephone number	01289 382370
School email	admin@norham.northumberland.sch.uk
Head Teacher	Mr Gary Hilton
School Administrator	Miss Sharon Buglass

Parking

Parents must not park on the yellow lines or in the first bus bay in the interest of safety of the children. These parking restrictions are in force from 8.00 am until 5.00 pm each day and we ask you to respect these.

School Times

- 8:00 am: Breakfast club begins.
- 8:40 am: Door opens for drop off.
- 9.00 am: School day begins. **All children must be in school by this time.**
- 3.15 pm: Pick up begins. **All children must be collected by 3.30 pm.**

Please note that, in the morning, the doors will not be opened until 8:40 am, so unless attending breakfast club, please do not buzz for entry. Children should arrive on time for school and be collected promptly at the end of the day, and we would really be grateful if you can help us with this.

Nursery Timings

Monday to Friday: 9.00 am – 3.15 pm

All children are entitled to 15 hours free nursery childcare.

End of Day Pick Up Arrangements

Please make sure that any changes to collection at the end of the day are communicated with the school either at the door in the morning or by phone to the school office, by lunchtime.

If you haven't told us that someone different (who does not usually collect your child) is collecting them then we will not allow your child to go with them until we have spoken with you. This is to ensure that your child is safe.

Absence

If your child is going to be absent from school, please ensure you contact the school office no later than 9.00 am and this includes nursery children. If we do not hear from you by 9.00 am, we will contact you. This is an important procedure we follow to keep the children safe.

Requests for holidays must be made in writing on the Leave of Absence Form to Mr Hilton, which is available from the school office. Only exceptional circumstances will be authorised.

Dinners

Children can either bring a packed lunch or have a school dinner, prepared onsite, which costs £3.10 per day. This can be paid via the ParentMail app or to the school office. All children in reception to Year 2 are entitled to a daily free school meal.

If you think you may be entitled to universal free school meals but are unsure, please get in touch with the school office.



Uniform

School uniform with our badge can be purchased directly from Border Embroideries, based at Greenlaw. If you have any questions, please get in touch with the school office.

Book Bags

All children must come to school with a red book bag, labelled clearly with their name. They can also be purchased from Border Embroideries and FPUiformz.

School letters

As a way to reduce paper usage, we will be sending all letters home via ParentMail email, so please make sure we have your latest email address.

Swimming

Swimming takes place every **Thursday in the afternoon**, at the Leisure Centre in Berwick, and does not include the nursery children. Each session costs £3.00 and should be paid at each half. Money can be paid via the ParentMail payment module or to the school office.

If your child is in receipt of free school meals there will be no charge for swimming. Please note that this does not apply in the case of universal free school meals. Should you have any queries, please get in touch with the school office.

PE Kit

All children are provided with a PE kit, which is named, kept in school on their peg, and washed each school holiday.

School Website

The school website is a great way to find out what's going on in school. Each class has its own page which we try to update regularly to let you all know what we have been up to.

In addition, there is also the news section where we share more in-depth information about visits and events that have taken place in school. You can also find other useful information such as the school calendar and policies.