

# Prospectus Additional Information

This document will hopefully provide you with the information you require for the coming year at Allithwaite School. Please do not hesitate to contact the school office if you require any further information.

## What are the School Routines?

8:45	Arrival at school
8:50-8:55	Whistle will blow – children line up at the entrance to their class
9:00	Wake up and Shake up in the school hall
9:00 – 9:30	Phonics / Times tables Activities
9:30	Lesson 1
10:30	Break time
10:45	Guided Activities
11:05	Lesson 2
12:00 – 1:00	Lunch for all pupils
1:00	Lesson 3
2:00	Lesson 4
2:55	Worship time (Assembly)
3:15	Home time

## Where do the children line up in the morning?



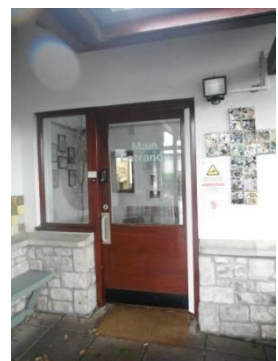
Snowy Owls  
Nursery / Reception



Tawny Owls  
Year 1 and 2



Barn Owls  
Year 3 and 4



Eagle Owls  
Year 5 and 6



## Who are the Staff?

Headteacher	Mr Brian Jones
Year 5/6 Teacher (Eagle Owls)	Mrs Gillian Elliott (Senior Teacher)
Year 3/4 Teacher (Barn Owls)	Mrs Rachel Humphries
Year 1/2 Teacher (Tawny Owls)	Mrs Sarah Tomison (am)
Year N/R Teacher (Snowy Owls)	Mrs Sarah Pearse (Senior Teacher)
KS 2 Teacher (Eagle and Barn Owls)	Mrs Rachel Clark (Senior Teacher)
KS2 and KS1 Teacher - RE	Mrs Lucy Stanway

Reading Intervention, Maths Support, English Intervention, PPA Cover	Mrs Katie Hodgson HLTA
First Aid, Specialist SEND Support,	Mrs Sarah Swift STA
Pastoral Intervention, IEPs, Specialist SEND Support	Mrs Amanda Taylor STA
Spring Board Maths Intervention	Mrs Amanda McCleery
RE Teaching, EYFS/KS1 Specialist Support, Forest Schools,	Mrs Lucy Stanway HLTA

Sports Coach  
School Administrator, Safeguarding Deputy Officer  
Caretaker

Mr Jamie Beresford  
Mrs Debbie Osborne  
Mr Andrew Purvin

Chair of Governors  
Clerk to the Governors

Mrs Diane Fenton  
Mrs Meriel Satterthwaite

## What are the school contacts?

School Office Tel:	015395 32144
School Address:	Allithwaite CE School Church Road Allithwaite Cumbria LA11 7RD
School email:	admin@allithwaite.cumbria.sch.uk
School website:	www.allithwaite.cumbria.sch.uk



## **What do I do if my child is ill?**

If your child is sick please phone school before 9:00am to inform us of your child's illness and absence. It is our procedure to follow up any absence after 9:00am if a call has not been made.

Other absence, the Headteacher can no longer authorise absence. All absence is monitored carefully. The school will contact parents if a pupil's absence is high. Patterns of absence leading to higher than expected time from school could also lead to parents being invited to an attendance panel. Further absence including holidays taken in school time will lead to the Local Authority fining parents.

Lateness is also monitored closely, please ensure pupils are on time to start the day. It can be very unsettling for children to arrive late as the school day may have started and this can lead to embarrassment, upset and children becoming flustered if they miss part of their daily routine.

Please can you make every effort to book dental or medical appointments after school hours where possible. We do appreciate this may not be possible due to consultant or GP appointment times.

## **What do I do if I have a concern about my child?**

We would like to ensure that our children are happy and content enabling them to thrive and make excellent progress. There may be times when parents wish to talk to members of staff about issues or concerns that may arise. Please contact your child's class teacher via the school office or at the beginning or end of the day. Should the situation need further attention parents or staff can then discuss the concern with the headteacher.



## **Why do I need to keep school informed of my mobile and contacts?**

At the beginning of every school year we ask parents to keep us informed of all parent and emergency contact information. We regularly inform parents of last minute changes or important reminders, through our mobile phone text service. In case there is an emergency we need daytime and evening contacts, this is important particularly if your child is sick.

Please let us know if you move house, change your email, phone or mobile number or any family circumstances change.

## What if I need to arrange for another adult to pick up my child?

### New for 2013-14:

Parents must ring in advance if your child is being picked up unexpectedly by someone who does not drop off or collect your child. It is crucial that you inform school if your child is not being picked up by a regular guardian.

## What PE Kit does my child require?

Children should wear white t shirts and navy shorts. We encourage children to wear trainers to support their ankles appropriately. Gymnastics is taught bare foot.. Should we provide particular kit for competitions, we would ask that parents wash the kit afterwards and return the kit as soon as possible.

## Where do I purchase school uniform?

School Jumpers and Ties are available from the school office. Should the school not have stock our uniform supplier will deliver termly via school.



White T Shirt

Navy Shorts

Trainers (no skate shoes or high tops)

For boys and girls, children should wear a dark track suit during the autumn and winter months and not colourful clothes.

**Please note children cannot wear earrings for P.E.** – we do not tape over ears as this is still deemed as not safe. Please ensure children can take their ear rings out each week.