



Information from Upton School Office

Medical Absence: If your child is too unwell to come into school, please phone the school on the first day of absence on 861393 selecting Option 1 to leave a message. Please leave your child's name, class and reason for absence.

Lost Property: Children are forever losing their belongings so to ensure that these items get returned to their rightful owners please name each item of clothing. If your child is unable to locate their lost item of clothing, you are most welcome to come and look with your child after school. Lost Property boxes are located in the school playground.

Sending money into school: We do ask that when money is requested by school (be it school dinners, visits, tickets etc.) that you place it in a clearly labelled envelope with your child's name, class, amount and reason. You can re-use envelopes from letters you have received. If you are paying by cash the exact amount must be sent in. We also ask that monies are sent in via your child's class teacher. It is good practice for the children to be given the responsibility of handing things into their class teachers and something they can manage from Year 3 upwards provided you tell them it is in their book bag! **The exception to this is dinner monies – these can come in via the class teacher or placed in the clearly marked post box located in reception.**

Alternatively.....

Online payments: School trips, Extended School and Dinner monies are now available to pay online at www.schoolmoney.co.uk with your individual log-in details. This is a safe and secure way to pay for your child's trip online, if you are unsure please contact the school office directly.

Change of contact and health details: Please ensure that the school office is informed of any changes of address, telephone or emergency contact numbers. Updated information on health needs is also required.

Water Bottles: We encourage all children to drink water during the school day so please don't forget to bring water bottles in. Please provide your child with a non-spill bottle. There are facilities to re-fill water bottles during the day but remember bottles need to be changed / cleaned regularly.

Forgotten lunch, money, homework, P.E. Kit: Please impress upon your child if they forget anything they should check at the office to see if a parent / carer has brought it into the school or to ask for a member of the office team to text or phone home. We are happy to do this but would ask that your child gets into the routine of checking their school bag has everything required the night before / in the morning. This is to ensure your child becomes responsible for what is needed and when.

Medication: Medication can be given to your child providing a completed medication form accompanies the medication - which must be handed into the office to be kept in a locked medical cupboard. If your child suffers with headaches, please provide the preferred medication with a medication form for us to give them in case of occurrence at school. We do not keep a supply of painkillers for student use, and will never give any medication without the permission of a parent.

