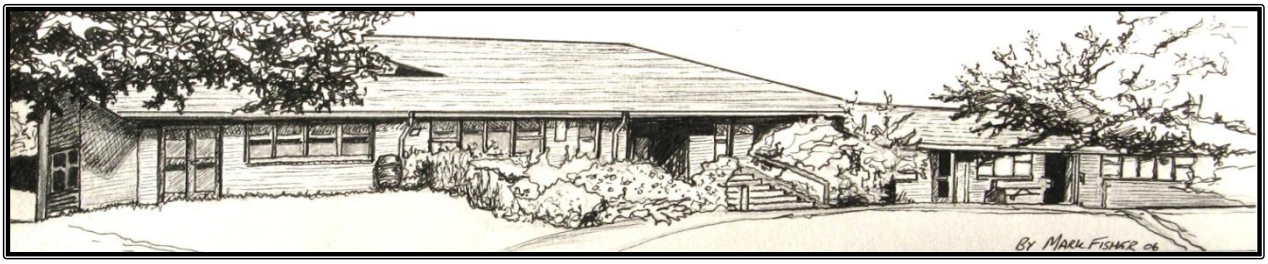


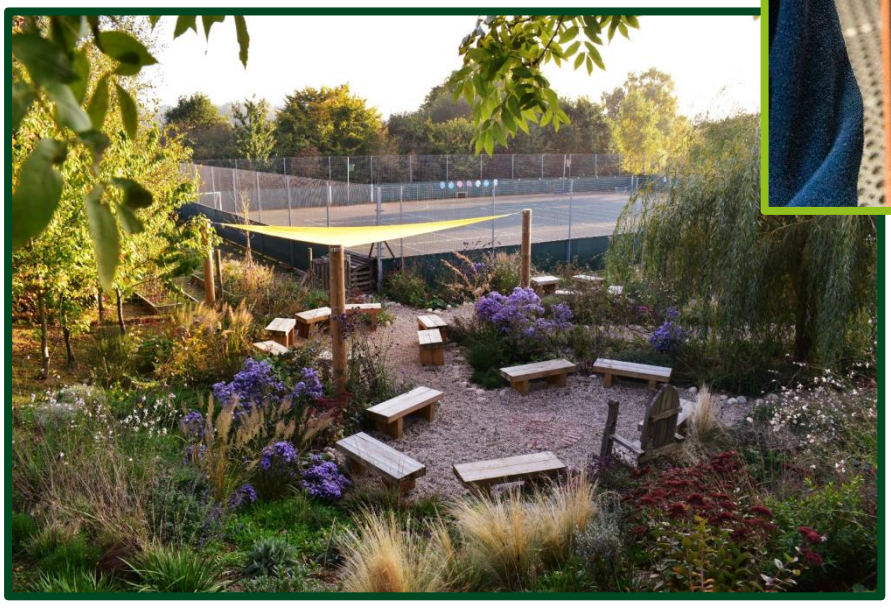
Sedlescombe Church of England Primary School

Parents' and Carers' Booklet

Revised June 2026

DIOCESE OF CHICHESTER ACADEMY TRUST

Learning, Loving and Growing Together with God



THE SCHOOL DAY

Morning Routines

Children can begin arriving at school from 8:40 am when the school pedestrian gate is opened. A member of the leadership team goes on duty at this time each morning to welcome children as they arrive at school. The teacher on gate duty will take any messages that need to be passed on to class teachers.

The children in Reception can be walked to the wooden gate at the entrance to the main school playground. The class teacher or the class TA will be available to meet and greet the children at the gate, and you can pass any messages directly to a member of the EYFS teaching team. The children will say goodbye to parents at the school gate and then walk into class, initially supported by buddies, but then independently.

From Year 1 onwards the children are met at the school gate by a member of the Senior Leadership Team and a member of staff from Year 1 or Year 2. Parents say goodbye to the children at the school gate and then the children walk around to the classroom unaccompanied. Parents should not be accompanying children to class except in exceptional circumstances linked to any additional needs a child has. This is important in developing the children's independence, an important learning behaviour.

Please note children remain your responsibility until they enter the school gates.

At 8:55 am the school gates are closed and any children arriving after this time are late for school. We suggest that all parents and carers aim to arrive at school by 8:45 am to ensure that children are not late for school.

Please note that teachers are not available to talk to parents before school without an appointment. Teachers are available at the end of the day to have a quick chat with you. If there is a particular issue that you need to discuss it is always best to make an appointment. An appointment can be made via the school office, with the teacher at the end of the day or by making contact on Tapestry.

Playtimes

The children in reception have playtime as part of their continuous provision. The children have a designated snack time each day where they can choose a snack to eat from the Snack Bar.

All of the children in Key Stage 1 and Key Stage 2 have a morning break at the following time:

- Year 1 to Year 6 10:45 am to 11:05 am

The children can play outside in the sports area and on the playground and there are members of staff on duty to supervise and support the children as they play with their friends.

Children in Reception, Year 1 and Year 2 also get a short afternoon play which is supervised by members of staff.

Playtime Snacks

Children in Reception, Year 1 and Year 2 are provided with a piece of fruit to eat at playtime through the Government's fruit scheme. Children in Year 3 to Year 6 may bring **one small healthy snack to eat**. Please see the list of the kind of permitted items below.

Fresh Fruit	Dried Fruit	Vegetable Sticks	Healthy Packaged Options
Apples (whole or sliced) **Pears** **Bananas** **Grapes** (cut in half for younger children) **Berries** **Melon slices** **Orange segments**	**Raisins** **Dried Apricots** **Dried Apple Rings**	**Carrot Sticks** **Cucumber Sticks** **Pepper Strips** **Celery Sticks**	**Plain Rice Cakes** **Plain Breadsticks** **Cereal Bar** Low or no-added-sugar **Mini Cheese Portions** (Babybel, cheddar cubes, cheese strings) **Crackers** (plain / wholegrain) **Fruit Pouch** (100% fruit – no added sugar)

We do not allow children to bring in any other kind of snacks. Sweets are not allowed in school.

Lunchtimes

All children have their lunch break from 12:15 pm to 1:15 pm each day.

Children eat their lunch in the dinner hall each day in different sittings. The children are encouraged to talk to one another, and we remind children to use correct table manners. Reception children eat first so they have enough time to eat and then they go outside to play on the playground.

At lunchtime the children are supervised by our team of Teaching Assistants (TAs) who work in class in the morning so know the children well.

On the playground, at lunchtime, the children have several different zones they can choose to play in and move between. Each zone provides a different play opportunity for example: the gym area, the construction

zone, singing, dancing and dressing up in the stage area, small world play, sand play as well as a running area and ball games.

At the end of lunchtime, the first bell is rung and the children stop and go quiet, then on the second bell the children walk and line up in an orderly fashion. Each class is then met by the class teacher and taken into class to begin their learning.

School Dinners

All of our school meals are freshly prepared and cooked on site and can be adapted to suit children with special dietary requirements. Our school meal provider is Relish. If your child needs a special diet, please speak to Miss. Skeat (Senior Admin Assistant) who will be happy to help and will liaise with our friendly and helpful kitchen team.

All children in Reception, Year 1 and Year 2 are entitled to a free school meal every day and are encouraged to take up this entitlement.

Each day there is a choice of a main meal, a vegetarian option and combo which rotates between jacket potato, wrap and pasta. The children can follow this with a fresh fruit pot, cheese and biscuits, yoghurt or jelly. Water is served with the children's meal.

Children are encouraged to eat as much of their main meal as possible, but the minimum allowed is one portion of vegetables and half the main meal. All children must have a drink to keep them well hydrated.

Packed Lunches

Children may bring a packed lunch to school. We encourage parents to ensure that packed lunches are nutritionally balanced, including carbohydrate, protein and portions of fruit and vegetables. Packed lunches should not contain foods high in sugar or fat. A single, small 'treat' item is allowed such as a chocolate covered biscuit or cake, but **no sweets**. Do not forget to include a drink in your child's packed lunch. No glass bottles, cans or fizzy drinks are allowed.

Please make sure your child's lunch box is named to make reuniting it with your child much easier if it gets left in the dinner hall.

Children are encouraged to take their rubbish home with them along with any uneaten items, so you know what your child has eaten each day. This stops children throwing away their lunch and potentially not eating it.

Our school is a Nut Free Zone. No nuts or nut products are allowed in school at any time. Please check ingredient lists carefully.

Home Time Routine

School ends at 3:25 pm and parents and carers are asked to meet their children promptly as they can easily become worried if the person collecting them is late.

At the end of the day all parents and carers should meet their children outside in the staff carpark. Children will be brought out and handed over to parents. Once your child has been handed to over to you it is your responsibility to ensure they remain safe.

It is really important that your child knows who is meeting them. Please note that we can only release your child to a person that is named as a contact on your child's contact details. If you wish someone else to collect them regularly please give their details to the school office so their name can be added to the contact list.

For the safety of your child, please note that if someone tries to collect your child that is unknown to us we will not be able to release them until we have contacted you and confirmed that this person does have permission to collect your child.

Any child who has not been collected within 10 minutes of the end of the school day will be placed in Twilight to be looked after. Please note that you will be charged for this childcare.

Full details are given in our School Dropping-Off and Collection Policy included with your starting school pack and also available from the website.

ATTENDANCE

Punctuality

It is very important that all children arrive in time for the start of the school day at 8:55 am so that they are ready for the day ahead. Children find it upsetting when they go into class and learning has already started. It is also very disruptive to the learning of the rest of the class as children arriving late interrupt teaching.

If you arrive late you MUST report straight to the School Office so that your child can be signed in and marked late in the register. If you arrive after the close of register at 9:15 am your child will get an unauthorised absence mark for the whole morning session.

Absence

Good attendance at school is an essential element in children making progress in their learning and achieving well. Poor attendance results in a child developing gaps in their learning and can impact on relationships and friendships.

Good attendance is considered to be anything at 95% or higher, and attendance causing concern is anything below 90%. If a child's attendance drops below 95% this will trigger a letter informing you that attendance is now causing concern and action needs to be taken to ensure that it improves.

WHAT IS GOOD ATTENDANCE?					
190 days	180 days	178 days	163 days	161 days	143 days
100%	95%	94%	86%	85%	75%
Good		Worrying		Serious Concern	
Only 1-2 day missed per term		Between 3-8 days missed per term		More than 9 days missed per term	

If attendance drops below 90% then attendance is a serious cause for concern and you will need to come to an attendance meeting with the Head of School. At this meeting an attendance target will be set and an action plan for improving attendance agreed. If attendance does not improve a referral to the Education, Behaviour and Attendance Service (ESBAS) will be made which may result in legal proceedings.

Illness

Children do get poorly and when they are ill the best place for them to be is at home getting better as quickly as possible. If a child vomits or has diarrhoea they need to stay away from school for 48 hours from the time they last vomited or had any diarrhoea.

If your child is unwell it is vital that you contact the school to let us know that your child will be absent. Please call the school office and use Option 1 to leave a message on the absence answer phone **giving a reason for your child's absence**. You need to call the School Office each day your child is going to be off school.

If your child is poorly in the morning but then improves please bring them in for the afternoon learning.

It can be hard to know if your child is well enough to come to school. There is help available in this NHS guidance, **Is my child too ill for school?** It supports parents to understand when a child can attend school because they are just a little under the weather and when they should stay home due to their symptoms or risk of spreading infection.

Please note that routine appointments such as dental check-ups and eye tests should never be made in school time and absences for routine appointments cannot be authorised.

Withdrawal from Learning

If you need to withdraw your child from school, then a Withdrawal from Learning form needs to be completed. These are available from the school office and school website. This form needs to be completed and returned two weeks before the first day of absence so that your request can be given due consideration.

Only in **exceptional circumstances** can any absence be authorised and only for a maximum of 5 days in any one school year period. **Holiday absences cannot be authorised**. We strongly discourage holidays in term time as it disrupts learning. Learning is carefully sequenced in all subjects so each lesson builds on the next, therefore absence for holidays creates gaps in children's learning and can impact future learning.

If an absence of 5 days or more is unauthorised you will receive a Penalty Notice.

If you are asking for time off to attend a wedding or non-routine medical appointment then please include any evidence to support the request e.g. letter from hospital, wedding invitation etc.

SCHOOL UNIFORM

Introduction

All children are always expected to wear the correct, smart school uniform. School uniform helps to create a sense of community and belonging and ensures that all children are ready to learn. As part of looking smart and staying safe at school long hair must be tied up for school. This is essential for PE lessons and playtimes.

Our school uniform supplier is Super Stitch. The link to the website is:

https://www.superstitch86.co.uk

Jewellery

The only jewellery that can be worn to school is a watch, if the children can tell the time, and a small pair of stud earrings. Earrings and watches **must** be removed for all PE and swimming lessons. Please teach your child to be able to remove their earrings or ensure that they are not worn to school on PE days.

Weather Considerations

It is important that children can go outside to play in all weathers to run around and play with their friends.

In hot weather the children need to wear a hat to school which must be worn at playtime and in PE lessons. Without a hat your child is at risk of heat stroke. A legionnaire style hat or a hat with a wide brim that shades the face and neck are the most suitable. Children should also have sun cream applied before they come to school, as we are not allowed to apply sun cream to children.

In cold and wet weather please ensure that your child comes to school wearing a coat, scarf, hat and gloves that are all named.

Lost Uniform

Lost uniform can be very frustrating and expensive for parents. The best way to avoid uniform getting lost is to ensure that **everything is clearly named**. Any items of uniform that are found and clearly named can be returned to the owner. Unnamed items are placed in the lost property chest in the School Office. At the end of each term any unclaimed items are disposed of / recycled.

Reception Uniform

- Grey jogging bottoms or leggings
- White polo shirt (optional embroidered school logo)
- Dark green full zip fleece with embroidered school logo
- Black shoes that can be polished (no trainers or boots)
- School backpack or plain green backpack

Winter Uniform (Terms 1 to 4)

- White long or short sleeved shirt
- School striped tie (available from the School Office)
- Grey V-neck woollen jumper or cardigan with embroidered school logo
- Grey trousers, skirt, pinafore dress or culottes
- Grey socks or tights
- Black shoes that can be polished (**no trainers or boots**)
- School backpack or plain greenback pack

Optional Summer Uniform (Terms 5 and 6)

- White short sleeved shirt or polo shirt
- Grey trousers, tailored shorts, skirt or culottes
- Grey socks
- Black shoes that can be polished (no trainers, boots or open toed shoes)
- Green gingham summer dress (not striped dresses and **no playsuits**) with white socks not tights
  We recommend that green or white cycling shorts are worn under summer dresses.

PE Kit (Year 1 onwards)

- White round necked t-shirt (optional embroidered school logo)
- Black PE shorts
- Plain black jogging bottoms (winter only)
- Black plimsolls (KS1only) *
  *Children in reception do not need plimsolls
- Black /white trainers (Key Stage 2 only)

HEALTH AND WELL-BEING

Emergency Contacts

We keep an electronic file of your child's contact details on our computer system which enables us to contact parents, carers or a chosen responsible adult during the school day if needed. It is very important that we have a telephone number on file which you can be reliably contacted on. **Always** inform the school office in writing or on the Arbor app of any changes to your emergency contact numbers or personal details e.g. change of address.

Medical Conditions

If your child suffers from asthma, diabetes, epilepsy or any other serious condition, the SENCo (Miss. Reid) must be informed of this before your child starts school to ensure that the necessary health plans can be put in place. School must also be informed of any change to treatment or medication. If necessary we can liaise with the school nursing team to develop a care plan.

School must also be made aware, in writing, of any allergies your child may suffer from e.g. plasters, nuts, gluten, bee stings.

Medicine at School

If your child is fit and able to come to school but needs **prescribed** medication to be administered during the school day you will need to complete and sign a consent form with full details of the medication.

Once completed and handed to the school office a trained member of staff will be able to administer the medication. Without a signed consent form it would be necessary for the child's parent/carer to come in and administer the medication.

Please note the medication must be clearly labelled with the child's name and be handed to and collected from the school office by the parent/carer. Children should not be sent into school with medication of any kind including such things as throat lozenges.

All medication administered is logged on Medical Tracker.

If your child requires an inhaler, please send a clearly labelled inhaler into school for your child to use whenever it is needed. All inhalers are kept in the child's classroom. Should your child need to use his/her inhaler this means it is immediately available.

A member of staff will supervise the administration of the inhaler. If your child has used their inhaler whilst at school this will be logged on Medical Tracker and you will get an email notification.

Accident and Illness

If a child sustains an injury, or is taken ill, the following procedure takes place:

- If the injury is minor, the appropriate first aid is administered by a trained first aider and the child will return to class.
- If it is thought that the injury is more serious parents and carers are contacted so they can arrange for the child to see a doctor. If the parents or carers cannot be reached the Head of School assumes responsibility for the child. This would normally mean the child being taken to the Accident and Emergency Unit at the Conquest Hospital.
- If a child receives any bump or injury to the head, an email will be sent home alerting parents/carers so they can monitor the situation at home.
- If a child is taken ill at school, parents and carers are contacted with a view to the child being taken home.

A child with sickness or diarrhoea must be kept at home until all such symptoms have cleared for 48 hours. This is in the interest of your own child and also helps to minimise the spread of infection to others.

If your child has a high temperature then they should be kept at home and only return when their temperature has returned to normal.

Parents must inform the school if their child has an infectious disease e.g. German Measles, Chicken Pox, Ringworm, Mumps.

Head Lice

Head lice can be a problem in schools. We are not allowed to inspect children's hair and screening is no longer carried out by the school nurse. If a case of head lice is discovered in a class, all parents and carers are informed by text message or email. The email will contain advice on the best treatment. If you notice that your child has head lice please inform the school office and start treatment straight away.

The only way to keep our school head lice free is for all parents and carers to check and nit comb their child's hair regularly.

HOME SCHOOL COMMUNICATION

Newsletters

Our main way of communicating with parents and carers is via our fortnightly newsletter. To ensure that parents and carers get the newsletter in a timely manner it is e-mailed out to all families on a Monday afternoon. We ask all new parents to provide us with an up to date e-mail address so that we can send you school correspondence in this manner. We can send e-mails to more than one parent/carer for separated parents.

Website

Parents and carers can find most information they need about Sedlescombe C of E Primary School on our website. All letters, school policies and statutory information can be found here. The website also has a diary function that gives the dates of all the upcoming events in school. This is a really useful way of keeping up to date with everything that is happening in school and ensures you don't miss out on anything your children are doing.

https://sedlescombe.school

Parent/Carer Consultation Evenings

It is important that parents and carers are kept up to date about the progress their children are making at school. We hold two parent/carer evenings a year where parents/carers can meet with the teacher to hear about the progress their child is making in their learning, their attitude to learning and their behaviour at school.

These meetings are a chance for a general catch up, not to discuss specific concerns. If a teacher has a specific concern, they will arrange a separate meeting to discuss this with you. If you have a concern, please make an appointment to discuss this as soon as possible, do not wait until the parent consultations.

Tapestry

Each child will have a Tapestry account that parents will be given log-in details for once their child has started school. Teachers will post important information relating to the class on this portal and will also share a weekly update on what has been happening in class. Parents can also use it to send messages to the class teacher and ask questions about the learning.

Facebook

We do have a Facebook page which tends to get updated about once a week with photos of school events and the children's learning that has taken place during the week. Do make sure that you look and follow the page so that you get notifications when a post has been added. There are always lots of photos which are lovely to see. Also get family and friends to follow so that news from our lovely school is shared far and wide.

Here is the link to our Facebook Page: **Sedlescombe Facebook**

Communication with Teachers

We believe that good communication between home and school is essential for the successful education and happiness of your child. Our teachers are always willing to discuss any aspect of your child's education with you. We ask that teachers are not disturbed in the morning without an appointment as they are busy preparing for the day ahead and making sure everything is ready for your child when they arrive at school.

Minor points can be discussed at the end of the day when you collect your child from school or alternatively it is a good time to catch the teacher to make an appointment to give time to discuss a matter in more detail. You can also contact the school office to make an appointment to see your child's class teacher.

Concerns should initially be addressed with the class teacher. If at this point you are still concerned, then you may request an appointment with the Head of School and following this the Executive Headteacher.

Communication with the Head of School

The Head of School is very happy to discuss any matter related to your child's school life. She is usually on the school gate at the beginning of the school day. Parents and carers may also make an appointment to see her via the school office. **For questions concerning your child's learning we would ask that you speak with the class teacher initially who will be more able to help and answer your questions.**

At all times when making an appointment to see a member of staff, it is very useful if you can provide as much information about the nature of the discussion / concern to enable information to be gathered ahead of the meeting to make the meeting as purposeful as possible.

Mobile Phones in School

Sedlescombe CE Primary School is a **mobile phone free school**. Mobile phones are not needed during the school day and are not permitted for use at any time while children are on the school site.

Some children in Year 6 may need to bring a mobile phone to school **for safety reasons related to walking home**. This is **permitted** provided the phone is **not accessible during the school day**.

Our agreed procedure is:

- Phones must be **switched off** on arrival.
- Phones are **handed in to the school office**.
- Phones are **returned to the child at the end of the school day**.

Phones must **not be accessed or used at any time during the school day**. Please note that we do not accept liability for your child's phone and should it go missing it will not be covered under our school insurance.

There may be **specific medical reasons** why a child needs access to a device during the school day e.g. diabetes. In this case use of a device is permitted as part of a medical care plan.

Contact Details

Miss. Skeat (Senior Admin Assistant) and Mrs. Hardes (School Business Manager)

Telephone: 01424 870585

- Option 1 = absence line
- Option 2 = school office
- Option 4 = school business manager

E-mail: office@sedlescombe.school

Email: finance@sedlescombe.school

Miss. Reid (SENCo)

- Telephone: 01424 870585
- E-mail: jreid@sedlescombe.school (from September 2026)

Mr Chris Butler (Chair of Governors)

- E-mail: cbutler@sedlescombe.school

EXTENDED SCHOOLS

At Sedlescombe we like to ensure that we can offer wrap around care for working parents so that children can remain in an environment where they feel safe and are being looked after by adults that know them well. For this reason we are able to offer child care both before and after school. Details of these are given below.

Breakfast Club

Breakfast Club runs each morning from 7.45 am until 8:45 am when the children can begin to go into class. Children arrive and choose their breakfast. They have a choice of bagels or toast with various spreads, a selection of cereals, yoghurts, fresh fruit and croissants.

Children need to be booked in to Breakfast Club using the Arbor Parent Portal App. You will be given details about how to access this when your child starts at the school. Children do need to arrive before 8:15 am to be provided with something to ear. Payment has to be made at the time of booking using the Arbor Parent Portal App.

Twilight

Twilight is our after school childcare provision which runs from 3:30 pm to 5:30 pm each school day. Children can have a snack when they arrive and then there are a variety of activities available each day that the children can choose to do.

Children can be booked in for either one hour or two hours. If children wish to attend an after-school club they can do this and then be booked in to Twilight for the second hour so that children do not miss out on the opportunity to take part in after school clubs.

Twilight must be booked and paid for in advance using the Arbor Parent Portal App. A booking cannot be made without payment.

Trips and Experiences

At Sedlescombe we believe that children learn best from real experiences and therefore we try to ensure there is a trip or real-life learning experience as part of every topic. This can include children going to visit places of interest such as Port Lympe, a West End show, our capital city, Hastings beach as well as arranging learning experiences in school such as cooking workshops, art workshops and history experiences. To enable these learning experiences to happen

we have to ask parents to make a **voluntary contribution** towards the cost. However, without parent and carer support for such activities they are not able to go ahead.

PARENTAL INVOLVEMENT

At Sedlescombe we are keen to welcome volunteers into school to support the children and school in a variety of activities as we recognise that volunteers enrich the children's school experience.

How can I start to volunteer in school?

If anyone wishes to support in school, it is essential to check that it is safe for that person to work with children. We have a duty to always keep all our children safe so anyone wishing to volunteer in school must first pass a safeguarding check. If you wish to volunteer in school the first step is to complete a Disclosure and Barring Service (DBS) application and provide 2 written references. Please speak Miss Skeat in the school office who will talk you through the process.

Once you have your safeguarding clearance the next step is to read and sign our volunteer Code of Conduct which ensures that everyone in our school acts in a safe and courteous manner. It is essential when working in school that you respect confidentiality and child protection procedures.

Once these steps have been completed you are ready to start supporting in school.

What sorts of things can I support with at school?

There are a number of different ways to support in school and some of these are outlined below:

Class Support:
You can support children with their learning in class by hearing children read, testing children on their times tables, number bonds, high frequency words or spellings.

You can also help with admin type tasks e.g. mounting children's work for display, cutting out display lettering, creating learning resources, laminating resources and sticking work into children's topic books.

Swimming:
All children have the opportunity to swim once a week during the summer terms as part of their PE entitlement and this can only happen with the help of parents and carers to act as watchers on the pool side.

Children also have the opportunity to swim after school and we need volunteers at this club as well.

School Trips:
For trips to go ahead we rely on parental support so we always need parents and carers who are able to help on school trips. On the permission slip there is usually a box to tick to say whether you are able to help or not. We prefer that parents helping on school trips have been DBS cleared.

PTA (Sedlescombe School Parent Teacher Association)

The PTA is run by parents and carers of children who attend the school. By being a parent/carer of a child at the school you are automatically a member of the PTA, however, if you want to get more involved you can join the committee at the annual AGM.

The PTA organises events for children and families whilst raising money for the school. The PTA holds meetings at school about once a term to organise the calendar of events and agree spending priorities and to review the success of events. The PTA members also get together outside of these meetings to make arrangements for each of the events. This is a great way to get to meet other parents.

In the last year events have included the, Winter Fair, film nights, discos, and an Easter Egg Hunt.

NOTES