



Great Wilbraham C of E Primary School

Headteacher: Mr Richard Brown BEd (Hons) NPQH

Great Wilbraham C of E Primary School, Church Street, Great Wilbraham, Cambridge, CB21 5JQ, 01223 880408

School Protocol 2020

Messages to school

ALL messages, this includes messages for teachers and Headteacher, pick up details for children, etc., must come through the office, either by phone 01223 880408 or by email on

admin@greatwilbraham.cambs.sch.uk

The office@greatwilbraham.cambs.sch.uk is for contacting the School Business Manager directly.

Messages on the answer machine will be listened to each working day and all messages on the admin@ email address will be answered/acknowledged each working morning between 9am – 11.50am. This email is not monitored in the afternoons so please telephone the school if you have an urgent message about pick up arrangements, etc.

Even if you are friends with members of staff outside of school please do not message them directly about school business as they will not be able to answer you. Please always use the correct channels to contact the school.

Trips and Events

The office will endeavour to give parents as much notice as possible regarding trips and events when they happen. Dates and venues will initially come out on monthly newsletters.

Information will then be circulated via Parentmail nearer the date (we do not send out paper copies unless absolutely necessary). All trips and events will also be on the website, in the Calendar, which is kept up to date.

If a reply is needed to give permission for a child to attend a trip, a deadline date will be given on the initial information. A message via Parentmail will go out 2 days before the deadline as a reminder. If permission and/or payment, if requested, has not been given by the deadline, then your child may not be able to attend the said trip/event. If insufficient replies are received by the deadline the trip/event may have to be cancelled.

Lunches

All lunches should be paid for via SIMs-Pay online. Lunches for children in KS2 are chargeable at £2.40 per meal and this should be paid in advance. If for any reason, lunches are not paid in advance and reach a £10 debit figure on your child's account we will ask that your child bring in a packed lunch until the account is cleared.

If for any reason we have to change the menu on any given day we will send out a Parentmail to advise you as early as we can.

If you have any questions or queries about school lunches or your child has an allergy or intolerance please talk to us in the school office or email the admin@ email address. Please do not approach the catering staff directly.

TOGETHER we are CARING, CONFIDENT and CREATIVE learners





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Outside areas

We work very hard to keep your children safe whilst they are with us and would appreciate your support in the following:

Please follow the one way system on both entering and leaving the school site. Please wear a face covering at all times when on the school site unless you have a medical reason for not doing so.

All children and adults should dismount bikes or scooters at the school gates and walk them onto the school site.

Once the drop off window has closed the playground gate will be shut and locked for your children's safety. We will unlock the gate again just before the end of the school day.

The school car park is for staff and official visitors only and should not be used for dropping off or collecting children. If you have no choice other than to drive to school please park well away from the school gates on the road towards Little Wilbraham, at the Memorial Hall or in the lay by opposite. Please do not block the school gates at any time.

Please do not allow children (including pre-school age children) to play on the play equipment beside the playground.

Medical

If your child has an accident at school they will be seen by a First Aider and a slip will be given to them to bring home. If they have a significant bump on the head or an injury that may require further investigation or treatment then we will telephone you as well as completing the slip.

Please keep us informed of any medical conditions or personal circumstances that may affect your child whilst they are at school with us.

Website

The website is not just a school prospectus, it is constantly updated with information, photos, policies, dates etc for you. This is a working document for parents and you will find most of your questions answered on the website. We also have a Twitter feed which appears on the school website and we post information on our feed regularly especially in relation to school visits and trips, when these are happening. Please use the school website as your first point of call when you have a query.

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