

Guidance for new families

2024 – 2025



We are delighted to welcome you and your family to Crawley Ridge Infant School and hope that you will make many friends and create happy memories during your child's time with us at the beginning of their school journey.

This leaflet is intended as a 'quick start' guide for families new to the school. It covers topics such as how the school is organised, what to do if your child falls ill, how we communicate with you and who to speak to if you have a concern. Each section signposts to the relevant page on our school website where you will find more detailed information. Please refer back to the website for updates throughout the year.

We look forward to getting to know you!

School website

<https://www.crawleyridge.co.uk/>

Contact us

Crawley Ridge Infant School
Crawley Ridge
Camberley
Surrey
GU15 2AJ
T: 01276 27546 E: school@cri.tamat.org.uk

Organisation

[Web page: Home>About Us>Organisation](#)

| Key Stage | Year Groups | |
|------------------------|------------------|----------|
| Early Years Foundation | Nursery & Year R | |
| Key Stage 1 | Year 1 & Year 2 | |
| Year | Class | |
| Nursery | Little Treasures | |
| Reception | Diamond | Ruby |
| Year 1 | Topaz | Amethyst |
| Year 2 | Emerald | Sapphire |

School day

| Year | Doors open | Lessons start | Lunch break | Dismissed |
|------------|---------------|---------------|-----------------|---------------|
| YN | 9.00 12.00 | - | 11.30- 12.00 | 12.00 3.00 |
| YR | 8.35 | 8.45 | 12.00- 13.00 | 15.00 |
| Y1 & Y2 | 8.35 | 8.45 | 12.10- 13.00 | 15.00 |

Years R to 2 have a 15 min break during morning session

Staff

[Web page: Home>About Us>Staff](#) For a full list of our staff team see our school website.

| | |
|------------------|--|
| Headteacher (HT) | Mr Ben O'Shea |
| Assistant HT | Mrs Emma Saunders |
| Class teachers | |
| Little Treasures | Ms Kirsty Skilton |
| Diamond | Mrs Vic Culverhouse Mrs Amy McDermott |
| Ruby | Mrs Vicky Robinson |
| Topaz | Mr Seamus Lynch |
| Amethyst | Mrs Alana Samuels |
| Sapphire | Ms Charlotte Williams |
| Emerald | Miss Kim Berry |
| Caretaker | Mr Kevin Routley |
| Admin Team | |
| | Mrs Mandy Dobres |
| | Mrs Clare Taylor |
| | Mrs Hazel Suffield |

Office hours during term time

Mon to Wed: 8.30 – 16.15
Thu: 8.30 – 15.45
Fri: 8.30 – 16.45

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Note for Nursery parents

Whilst the general information in this booklet applies to both school and nursery children, our school nursery has it's own page on our website at [Home>Nursery](#) and this is where you will find nursery-specific information.



Releasing butterflies

1. School gates

We have two main entrances and exits to our site. The gate by the Caretaker's bungalow is referred to as the 'main' entrance. This has a pedestrian gate and a vehicle entrance gate. The other gate, which is referred to as the 'Key Stage 1' gate is pedestrian only. A third gate is located between these two gates. This gate is used for vehicle exit and for deliveries (both ways) only.

Visitors press any of 3 bells/buzzers, which alerts staff in the office to open the gate. There is a second option to notify the caretaker's home - this is for the caretaker's personal deliveries/visitors only.

All gates are on timers. Gates unlock at the start of their timer. Gates are then held open in place via magnets. Once the time has elapsed, the magnet turns off and the gates slowly swing back into the closed position.

During term time, timers are set as follows:

- Main entrance pedestrian gate open from 08:25 - 09:00; 11.55 – 12.05; 14.50 – 15.15
- Main entrance vehicle gate open from 06:30 - 08:00
- Key Stage 1 pedestrian gate opens from 08:25 - 08:45; 14.50 – 15.10
- Reception pedestrian gate opens from 08:25 – 08:45; 14.50 – 15.10

The delivery and vehicle exit gate is not on a timer.

Gates are also on a timer for after-school and holiday clubs. Club timings do change. Gates open 5 mins before dismissal and lock 5 mins after clubs have concluded.



Forest School

2. Wraparound care

Web page: [Home>Parents>Wrap Around Care](#)

Graitney Club, which is run by Crawley Ridge Junior School, provides before and after school care for children attending Crawley Ridge Infant and Junior Schools. The Club is based within the Junior School. For more information about availability of spaces, waiting lists and fees, contact Graitney Club directly. Please note that Graitney Club is very popular and spaces are limited.

T: during office hours (7.30am-8.40am & 2.50pm-6.00pm) - 07521 494821

T: outside office hours - 01276 61144

E: graitney@crj.tamat.org.uk

3. After-school clubs

Web page: [Home>Parents>Clubs](#)

A number of extra-curricular clubs operate from our premises during term time, typically in 10-week blocks excluding half terms and Inset Days. Clubs are run by external providers whom you need to contact directly for bookings and other matters.

If your child attends an after-school club or Graitney and you occasionally make

arrangements that alter your regular pattern, such as collecting your child directly from school after a special school event, you **must** inform the club or Graitney directly of your intention **and** let your child's class teacher know.

4. Collection passwords

You will have provided us with a collection password for your child when completing your Registration Booklet, please share this password with any adults who may collect your child from school.

If you are making alternative collection arrangements, it is important that you **inform the teacher at the beginning of the school day**. If it is necessary for arrangements to be put in place later in the day, please **contact the school office** and provide details.

Staff will not release a child to another adult or sibling without having received an **explicit instruction from the child's parent**. Please also note that staff will **not** release a child to a sibling under the age of 16.

5. Scooter and bike park

We encourage families to walk, scooter or cycle to school whenever possible. Our bike and scooter park is located on Crawley Ridge and is available to store pupil's bikes and scooters during school hours. Drop into the school office to request an annual 'parking permit'.

The gate is padlocked during the day for security, but we recommend that an appropriate lock is used to secure bikes whilst in storage.

Please note that the School cannot take responsibility for loss or damage to scooters and bikes whilst they are on the school premises and these are stored at the owner's risk.

If you require access when the gate to the bike/scooter park is locked, please ask at the school office for assistance.

6. School policies

[Web page: Home>Key information>Policies](#)

7. School Calendar, newsletters and events

[Web page: Home>News and Events](#)

For term dates see our school website.

School closes **early** on the last day of the autumn, spring and summer terms – at 13:30.

School closes at 15.00 for EYFS and KS1 at all other times.

In 2024/2025, school will be closed to pupils on the following Inset days:

- Tuesday 3rd September 2024
- Monday 4th November 2024
- Monday 24th February 2025
- Tuesday 22nd April 2025
- Friday 27th June 2025

You can also follow us on Twitter and Facebook.

8. Iris ParentMail

We want to make our school communications informative, convenient, and easy to manage for our parents. Our two main means of communicating with you are through our website and **IRIS ParentMail**.

When you join us, you will receive to the email address you provided in your Registration Booklet an invitation to register for IRIS ParentMail. Please follow the instructions and register as soon as you receive the email.

IRIS ParentMail utilises a **free mobile app**, available for iOS and Android devices

(download from the Apple App store or the Google Play Store), as well as a desktop portal.

We strongly encourage you to **download the mobile app** so that you can pick up messages and attachments without having to log into your account each time. With the mobile app you will be able to:

- receive school messages instantly
- see all school communications including our weekly newsletter - *The Infant Informative* - on one easy feed
- complete forms, permissions and surveys
- make online payments for educational visits (using Plus Pay)
- book parent teacher consultations
- receive in app notifications
- record absences
- manage all school messages in one place

9. What your child should bring to school

9.1 Nursery children

- Spare set of clothes and underwear which will remain at the Nursery
- Dark shoes with velcro fastenings or similar (no lace up shoes, no crocks, no flip-flops)
- Easy to dress clothes such as jogging bottoms (no zip or button fastenings)
- Yellow Crawley Ridge Polo top and Brown jumper
- Suitable coat for all weathers
- Wellies which will remain in school
- Sun hat and sun cream (to be applied at home on hot days)

Please remember, all clothing is to be practical for young children. Clothing which is easy to pull on and off in the case of accidents or after wet play. This helps towards their independence.

9.2 Children in school years R to 2

Every day:

- Weather appropriate coat
- Bookbag
- Water bottle containing fresh water
- School reading book

Please don't provide your child with a pencil case and stationery to bring to school as we supply everything they need.

On PE days:

- Children come into school wearing their PE kit

To keep in school:

- Wellies (Reception only)
- Change of pants and socks/tights

10. School uniform

Web page: [Home>Parents>Uniform](#)

Brenda's is our stockist for items of uniform with our **school logo**. Visit their online store at <https://www.brendas.co.uk/collections/crawley-ridge-infants>

Our PTA holds a selection of **nearly new uniform**, which can be purchased from the PTA portal at: <https://www.pta-events.co.uk/cris/index.cfm>

We recommend that you provide your child with an additional pair of white/grey socks (or brown tights) and pants in a named bag to be kept at school. Your child will then be able to change into their own underwear in case of 'accidents' or a tumble in the playground on a wet day.

Should your child come home wearing items of clothing provided by the school following an 'accident', please wash these and return them to school as soon as possible.

Please **label all uniform and belongings**.
Named belongings that have been mislaid will be re-united with their owner.

11. Lost property

Mislaid items that are unnamed items are placed in the **Lost Property Box**, which is kept around the back of the school outside Topaz class next to the PTA letterbox. Unclaimed, unnamed items are re-purposed at the end of each term. (If your child attends Nursery, please ask a member of the Nursery Team.)

Occasionally your child may come home with another child's jumper or jacket, which they have picked up by accident. Please return these to the school office and they will be returned to their owners.

12. Attendance

Web page: [Home>Parents>Attendance](#)

We ask parents not to remove children from school in term time. The school holiday dates are published a year in advance and we expect parents to book family holidays during school breaks.

If absence in term time is unavoidable, our online **Leave of Absence** form must be completed **prior** to the planned absence. The link to this Microsoft Form is shared with parents via ParentMail at the beginning of each term.

Absences for holidays and special occasions are not authorised.

Absences for exceptional reasons – for example on compassionate grounds, such as bereavement – may be authorised at the discretion of the Headteacher.

As regular attendance at school is so important to a child's learning, we monitor

attendance and late marks on a regular basis (registers close at 8.45 am).

Where a child's attendance is of concern, Mr O'Shea will contact parents to better understand the reasons underlying this. Where low attendance continues to be an issue and there are no extenuating circumstances, fines may be applied. For details, please refer to our Attendance Policy.

13. When your child is ill

Web page: [Home>Parents>Attendance](#)

If your child is absent due to illness or other unforeseen circumstances, please **call us on the first morning of absence before 9.15 am**. Alternatively, use the **absence reporting tab on the Iris ParentMail mobile app**.



Storytime

14. When a child falls ill at school

Web page: [Home>Parents>Medical](#)

Should your child become ill at school we will attempt to contact you. As we do not have the facilities to care for sick children, we will ask that you make arrangements for your child to be collected and taken home. It is very important that we have an up-to-date contact number for parents and at least one

alternative adult in the event of an emergency.

Please notify the school office immediately if your child has an infectious illness, such as **measles, chickenpox, a bout of sickness or diarrhoea** or has been **in contact with anyone with shingles**. We need to protect vulnerable members of our school community and are required to report some infectious illnesses to the medical authorities.

If your child has been unwell they should not return to school until they are fully recovered (in the case of vomiting or diarrhoea this will be at least 48 hours after the last bout).

15. Administration of medicines

Web page: [Home>Parents>Medical](#)

Staff will administer medicines in school if:

- they are **prescribed** medicines
- contained in the **original packaging** with the pharmacy label giving details of the child's name, type of medicine, dosage, storage instructions and expiry date
- they do **not** exceed their expiry date
- the medication is accompanied by a completed **Pupil Medication Request** form

Medicines should be brought to and collected from the **school office** (not to the classroom) by a responsible adult. Children **must not** carry any kind of medication to and from school.

When you come to the school office, a member of the Admin Team will process your form and if everything is in order, will sign it to indicate agreement for a member of staff to administer the medicine.

Where possible, the need for short-term medicines (eg, antibiotics) to be administered at school should be avoided. For example, antibiotics prescribed to be taken 3 times a

day should be administered before and after school and in the evening.

It is the responsibility of parents to ensure that any medicines held in school do not exceed their expiry date. Medicines that exceed the expiry date will **not** be administered.

In the last week of the summer term, you will be asked to collect from the school office any medications that we may keep in school for your child's use.

Please note that we do **not** hold a supply of non-prescribed medicines, such as Calpol, at school. If your child has a high temperature requiring the administration of paracetamol (eg, Calpol) they should not attend school.

If you want your child to have a non-prescribed medicine during school hours we ask that you make arrangements to come personally into school to administer the medicine.

16. Head bumps

Web page: [Home>Parents>Medical](#)

If your child receives a minor bump to their head whilst at school and appears to be well, we will monitor them at school and inform you of the incident through a '**Bump note**' placed in your child's book bag. [For this reason, please check your child's book bag every day.](#)

We will call you if your child appears to be out of sorts or has received injuries to the head or face.

An NHS leaflet posted on our website provides advice for parents and carers on **how to care for a child following an injury to the head**.

17. Covid-19

Web page: [Home>Parents>Respiratory infections including Covid-19](#)

For the latest advice on what to do if your child has symptoms of any respiratory infection – including a high temperature - please visit our school web page.

18. School lunch

Web page: [Home>Parents>School Meals](#)

Parents of children attending nursery morning sessions are asked to provide their child with a packed lunch (see section **19**).

All children in Reception and Key Stage 1 are entitled to a free school lunch and our school lunch service is provided by Surrey County Council's **Twelve 15** catering team:

<https://itstwelve15.co.uk/>

Information about allergies and special diets may be found at:

<https://itstwelve15.co.uk/allergies/>

The seasonal menu is posted on our website.

19. Packed Lunch

We encourage parents of school aged children to take up the offer of Universal Infant Free School Meals, however, children may bring a packed lunch to school. (see section **18**).

Should your child choose to have a packed lunch, we ask parents not to include any **nut** or **nut-containing products**, such as Nutella, as there may be children with serious allergies in the school at any time.

As lunch boxes are not stored in a fridge, [please pop an icepack into your child's lunch box to keep food cool.](#)

20. Switching between school dinner and packed lunch options

If you wish your child to change from school meals to a packed lunch provided from home or vice versa, please inform the school office in person, by email or by telephone. Please be advised that the caterers normally require **1 week's notice** of any changes, particularly if your child follows special diet.

21. Cool Milk

Web page: [Home>Parents>Cool Milk Scheme](#)

All under 5s can receive a free portion of milk each day, whilst over 5s can receive milk at a subsidised rate. At Crawley Ridge Infants we subscribe to the **Cool Milk** scheme.

Milk is an important part of a child's diet and is an ideal accompaniment to the school's free fruit scheme. It is one of the few drinks allowed in school under the Government's food-based and nutrient based standards and provides a number of health benefits and social opportunities to ensure children get the most out of the school day.

Should you wish your child to receive a daily portion of milk at school, please ensure that you register via the Cool Milk website:

<https://www.coolmilk.com/>

There is typically a **delay of 1 to 2 weeks from registration** until your child receives their first portion of milk.

22. Water and snack

Children in all Year Groups are offered a piece of fruit or vegetable to have at morning break. This snack is provided through the School Fruit and Vegetable Scheme.

Nursery parents may provide an additional fresh fruit or vegetable snack for their children should they wish.

Parents are asked not to provide alternative snacks.

Pupils are encouraged to bring a school water bottle (available from Brenda's) filled with **water** into school each day. Please do not fill your child's water bottle with fruit juice, squash or fizzy drinks. Bottles can be topped up with good quality drinking water, which is freely available throughout the school day.

23. Driving to school?

Web page: [Home>Parents>Keeping Safe](#)

Please:

- do not park in the staff car park or bring your car into the access road
- do not park at the entrance gates of the school or on the zigzag markings and the double yellow lines on the markings are there to protect our pupils and other pedestrians
- do park considerably - do not obstruct our neighbours' driveways or mount the pavement
- do switch off car engines when you are parked outside the school to limit pollution levels as much as possible, particularly for our young children as they leave school in the afternoons

The access road on our school property can be a dangerous place if pupils are not closely supervised by parents. Please be aware that staff cars enter and leave the car park at different times of the day.

Please ensure that:

- all pedestrians walk on the footpath – not on the road
 - children do not play on the road or in the adjacent bushes
 - children do not ride scooters or bikes whilst on the school site
-



Painting butterflies

24. Jewellery in school

Web page: [Home>Parents>Keeping Safe](#)

We ask parents not to allow their child to wear accessories such as jewellery in school.

In the interest of safety all jewellery must be removed before children take part in PE lessons. Earrings for pierced ears can be dangerous and any child wearing them will not be allowed to take part in PE lessons. Children wearing pierced earrings must be able to remove them by themselves. The school will not be responsible for loss of or damage to such items.

25. Dogs

Web page: [Home>Parents>Keeping Safe](#)

For reasons of safety, no dogs, other than guide dogs, may be brought onto the school site. This includes the service road immediately outside the school building.

26. Learning

For **curriculum** information see

Web page: [Home>Learning>EYFS Curriculum](#)

Web page: [Home>Learning>KS1 Curriculum](#)

Our school's **SEND** arrangements can be found at ([Home>Learning>SEND](#))

27. Curriculum meetings

At the beginning of each autumn term parents in Year Groups R to 2 are invited to attend a 'Curriculum' evening meeting where the staff team for their child's Year Group will explain the learning strategies used (eg, phonics), introduce topics to be covered over the coming year and provide a flavour of 'life in the day' of each Year Group. As well as hearing about plans for learning this is a great opportunity to meet with other parents and your child's teachers.

28. Parent teacher consultations

There are two parent teacher consultations for Year Groups R to 2 each year, typically in the week after the autumn and spring half terms. At these meetings your child's teacher will give you an update on your child's progress and explain next steps. Several weeks before each meeting you will be informed via **ParentMail** how to book your appointment and when bookings are due to 'go live' on **Parents Evening Manager**.

Each term the Nursery Team arranges 'Stay and play' sessions where parents have the opportunity to have an informal chat with a member of the team, receiving feedback and setting targets for their child. Autumn and Spring targets are reviewed the following term and Summer targets are reviewed in the annual report to parents provided towards the end of the summer term. Sign-up sheets for each session are made available in the Nursery in the weeks leading up to each session.

29. Assessments

Web page: [Home>Learning>Assessment](#)

At the beginning of the autumn term, children entering Reception are assessed through a series of enjoyable, simple, informal 1:1 tasks to identify their level of development. This screening – the **Reception Baseline Assessment** – is used to plan next steps for each child.

During the final term in Reception the **Early Year Foundation Stage Profile (EYFSP)** is completed for each child. The Profile provides parents/carers and staff with a well-rounded picture of a child's knowledge, understanding and abilities, their progress against expected levels and their readiness for Year 1.

In Year 1 children take part in the **national phonics screening check** in the summer term.

In Year 2, at the end of the Key Stage, teachers will **assess children in Maths, English and Science** against the End of KS1 Assessment Framework (2019 onwards). Tasks and tests are used to inform teacher assessment judgements.

Parents are informed about their child's progress at Parent Teacher Consultations and a written report is provided at the end of each year.

30. Pupil Premium and Early Years Pupil Premium

30.1 Pupil Premium

Web page: [Home>Key Information>Pupil Premium](#)

The school receives additional funding for children in Reception and older who are entitled to **Pupil Premium**. This funding can be used to benefit children in a variety of ways, e.g., by providing additional support or opportunities.

When your child joined us you will have received a Pupil Premium registration form. If you were eligible to apply for Pupil Premium at that time you will have completed the form and returned it to the school office.

Each term parents receive a reminder via Parent Mail to let us know of any changes in circumstance that may lead to your child being eligible for Pupil Premium – the Pupil Premium form is uploaded to our website and can be used to check eligibility at any time during the school year.

As the level of additional funding received by the School is based on the number of families who meet the eligibility criteria described in the Pupil Premium form we encourage all those who are eligible to register.

30.2 Early Years Pupil Premium

Early Years Pupil Premium is available to eligible children attending Nursery to fund valuable additional support such as extra training or resources to help raise the quality of a child's early education. You will be provided with further information on when you child joins Nursery.

31. On your child's birthday

When a child is celebrating their birthday, they have the option to come into school in their own sensible clothing. This is entirely optional, and we want to emphasise that there is no pressure on parents or children to participate.

Please do **not** send cakes or treats into school for your child to share with others on their birthday. A number of pupils and staff suffer dietary allergies that range from mild to extremely severe and it is not possible for us to check food items sent from home.

Instead of sweet treats, we suggest a more inclusive and educational alternative - the gift of a classroom storybook, which can be

brought in at the beginning of the day and read at the end of day to honour your child's birthday. Again, this is entirely optional.

To make the birthday celebration in class special, we celebrate your child's birthday by singing 'Happy birthday' in school and giving them an opportunity to talk about their special day and how they are celebrating it. If your child's birthday is at the weekend or during a holiday it will be celebrated on their return to school. We also provide a unique birthday hat or a similar item to mark the occasion. This way, each child's birthday can be joyously celebrated within the class environment without the need for sweet treats.

We ask parents to distribute party invitations **away from** the classroom at the beginning or end of the school day. Please do not ask staff to distribute these on your behalf.

32. Mobile phones

To protect our pupils, we respectfully ask that you do not use your mobile phone to make or receive calls or texts during visits to school. If you do need to use your phone, please return to the office area to do so. Phones must not be visible at any time during your visit, except when used to make a call as described above.

33. Photographic images

Under no circumstances should you use photographic equipment unsupervised or without permission in school. This includes the use of personal tablets and mobile phone technology. Images of children should not be removed from school without the express permission of the Headteacher.

34. Parent Teacher Association

We are fortunate to have the support of a very active Parent Teacher Association with

an annually elected committee - **Crawley Ridge Infant School Association (CRISA)**. As a parent of a child in our school you are automatically a member of the PTA. We hope that you will enjoy becoming involved with the many activities that take place throughout the year. CRISA raises significant funds and adds so much to the life of our school.

E: crisainformation@gmail.com

W: <https://www.pta-events.co.uk/cris>



PTA funded books

35. Volunteering

In addition to the superb support we receive from our active PTA we have a wonderful band of regular and occasional volunteers.

Typically, at the beginning of each new academic session we have a volunteer 'recruitment drive'. This is initiated through a ParentMail to all our families and we ask anyone interested in volunteering their time and skills to complete an application form.

36. Safeguarding concerns

Web page: [Home>Key Information>Safeguarding including Online Safety>Safeguarding concerns – Who to contact?](#)

If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report to one of the Designated Safeguarding Leads (DSLs) as soon as possible the same day. Do NOT conduct your own investigation.

If your concerns relate to the actions or behaviour of a member of staff (which could suggest that s/he is unsuitable to work with children) then you should report this to one of the DSLs in confidence, who will refer the matter to the Headteacher (or the Chair of Governors if the concern relates to the Headteacher) – who will consider what action to take.

Designated Safeguarding Lead (DSL)

Benedict O'Shea, Headteacher

E: dsl@cri.tamat.org.uk

Deputy Designated Safeguarding Lead (DDSLs)

Emma Saunders and Leanne Petre

Chair of Governors

Mehefin Bell

E: mbell@cri.tamat.org.uk

37. General concerns

Please communicate any concerns that relate particularly to your child directly to the school, by phone, email or in person.

It is important that you approach a member of staff if you have any enquiries, require clarification on school issues or have any cause for concern. Whilst we recognise that

social media chats can be a useful point of contact, messages can quickly become muddled. Please make our staff and our school communications (our school website and ParentMail) your primary sources of information.

We are a school that functions on honesty, openness and a willingness to help whenever possible. However, should a parent have a serious cause for complaint that neither the class teacher nor the Headteacher can resolve, there is a formal procedure to be followed.

Our **Complaints Policy** may be found on the website of The Alliance Multi-Academy Trust of which we are a founding school:
<https://www.tamat.org.uk/page/?title=TAMAT+Policies&pid=27>

38. Keeping up to date

Throughout your child's time with us, please remember to inform the school office of any changes to emergency contacts (including moving home or new mobile or work numbers) or to your child's medical or dietary needs.

It is important that our records are up to date so that we can contact you quickly in the event of an emergency or if your child becomes ill at school.
