



## Southwater Junior Academy General Information

### The School Day

Children enter classrooms at 8.45am with registration taken at 8.50am. The school day ends at 3.20pm. Lunch is at 12 o'clock with lunchtime clubs running from 12.15p.m. to 12.55p.m. After school clubs run from 3.30p.m – 4.30p.m.

### Lateness

Pupils are expected to be in their classes by 8.45am each morning to allow time to settle before the school day to begin at 8.50am.

Any child entering the school after 8.50am **must** enter school through the main entrance and sign in at the office to ensure that records are kept up to date in case of a fire (even if your child has been at the doctor or dentist, for example). We monitor punctuality on a monthly basis.

### Absence

Please contact the school to advise of any absence before 9.00am, a message can be left on the absence telephone line 01403 730475 or emailed in to us at [absence@southwaterjunioracademy.co.uk](mailto:absence@southwaterjunioracademy.co.uk)

Absences **must** be authorised beforehand by the Headteacher following completion and submission of an Absence Request form. Term time holidays are not authorised. We aim for a child's attendance to be above 97% over the course of an academic year) equivalent of having 5 ½ days absence). Each week in assembly the two classes with the highest attendance receive our two attendance teddies to look after for the week (Snoopy and Woodstock).

### Sickness

Please do not send your child to school if they are unwell, but do let the office know the reason for their absence. If your child has been sick or has had diarrhoea they should return to school until 48hrs after the last symptoms.

Any child who is unwell or who receives an injury on the premises will be given First Aid treatment from trained member of staff in the designated Medical Room.

Parents will be contacted if the child has a raised temperature, has been physically

sick or has obtained an injury that requires a hospital visit.

Please ensure that you keep the office updated of any contact detail changes - in case of an emergency.

## **Medicines**

The administration of medicines is the responsibility of the parent.

Medicine prescribed 3 times a day or less should be given at home i.e. every 8 hours and **should not** be brought into school to be administered.

If your child requires medicine 4 times a day or more, and is well enough to be in school, please inform the school office where a consent form **must** be signed.

The school is unable to administer **any** medicine unless it has been prescribed by a GP and issued by a pharmacist.

[If your child does require daily \(prescribed\) medication and/or has a medical condition \(e.g. asthma\) of which the Academy needs to be aware, please obtain a medical care plan form from the Academy office.](#)

## **Lost property**

The vast majority of our lost property of lost property is un-marked items either new or in good condition.

Please ensure that your child's property is clearly marked with their name and class - all labelled items will be returned to your child.

Lost property will be placed in the Lost Property unit situated in the Year 3 corridor.

Lunchboxes will be disposed of if they contain decaying food.

**Unmarked property is held and if unclaimed sent to a charitable organisation.**