



Alban City School
7 Hatfield Road
St Albans
AL1 3RR
www.albancityschool.org.uk
01727 860304

Dear Parents and Carers,

I hope that your child has enjoyed their first week at Alban City School. It has been lovely to see the school come to life after all the months of planning and organisation.

We now have a school telephone number which is 01727 860304 should you need to contact us at any time.

We have provided you with information to date in the starting school information packs, the general information booklet and on our website. The website has been recently updated and general information can be found at www.albancityschool.org.uk however; I wanted to give you some day to day information which I have listed below:

Office Hours

Mrs Brown and Mrs Stapleton are in the office during the following times: Mrs Brown 8.30am until 2.30pm every day and Mrs Stapleton 9.30am until 2.30pm Monday and Friday, 9.30am until 4pm on a Tuesday and 9.30am until 5pm on a Wednesday. Once we need to start collecting money or receiving returned slips from you we ask that these come in via the class teacher. Please send any money into school in a sealed envelope with your child's name, class, amount and what it is for listed on the outside of the envelope. The teacher will then ensure that all slips and money are sent to the office. In the morning after your child is settled in their class, if you need to go to the office for any reason please do not walk through the building but go out of the school and enter through the reception entrance. This will ensure that we keep the children safe and know exactly who we have in the building.

Soft Start

Our day begins with some soft start activities. These are quiet activities available in class from 8.30am until 8.50am. The activities available are labelled with soft start signs on the tables. Children may arrive at school at any point during this time and you are most welcome to stay with your child and share an activity together if you choose. We ask that you have settled and left your child by 8.50am.

School Finish

School finishes at 3.30pm each day. If anyone other than the usual adult is to collect your child please inform the class teacher directly in the morning or the school office in an emergency.

Accidents/Illness

Should your child have an accident during the day the following procedure will be followed: If the accident is of a minor nature we will send home a red accident reporting slip in your child's book bag. This will detail the nature of the accident and whether any treatment has been given. It is parents' responsibility to check the book bag on a daily basis. If the accident is of a more serious nature or if your child is ill we will phone you and agree the most appropriate action.

Should your child require an asthma inhaler we ask you to complete a medicine form with the appropriate information. We will then record when your child has their inhaler and let you know if there are any changes in their pattern of useage.

Absence

If your child is ill and unable to come to school we ask that you call the office first thing in the morning on the first day of illness. If they are then away from school on subsequent days you do not need to phone us each day unless your child is going to be absent for more than one week. We also ask that when your child returns to school that you confirm the reason for absence in writing.

Contact Details

If your address or phone number changes can you please let us know immediately. It is very important that we have up to date details should we need to get hold of you in an emergency.

Family Holidays

Children should not be having holiday in term time unless there is an exceptional reason. If there is an exceptional circumstance, please collect a holiday request form from the office so that we can authorise the leave.

Toys

Can you please make sure that your child does not bring any toys to school in their book bags. Toys from home can create problems with being lost and in sharing. We would like to keep the bags solely for books, correspondence and children's work.

Headlice

At any time should your child get headlice please let us know straight away so that we can get letters out to everyone reminding them to check hair. We will treat any information confidentially. I have found in the past if everyone checks hair and treat problems straight away it does not then become a lingering problem for all.

There is quite a lot of information here but hopefully you feel it is useful and will help with the smooth running of our school. The staff would like to thank you all for the excellent labelling of clothing items. These little things help to make their jobs so much easier.

Yours sincerely

Mrs J Goddard

Headteacher

Packed Lunches

We have a child joining us who has a severe peanut allergy (only peanuts and not other nuts) so I would ask you to help us by not putting any peanut items in your child's lunch.