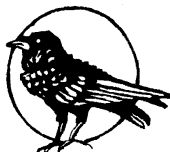


RAINOW PRIMARY SCHOOL

Headteacher:
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Telephone:
01625 572021



Round Meadow
Rainow
Macclesfield
Cheshire
SK10 5UB

Caring, Learning, Achieving.

E-Mail Address admin@rainowpri.cheshire.sch.uk

Website www.rainowpri.cheshire.sch.uk

School office information – September 2024

Arbor

Arbor is our school Management Information System and our main form of home-school communication. It is also where you can book and pay for various school services such as lunches, wraparound care, school trips and extra-curricular clubs. You will need to download the Arbor app to your mobile device from your phone's app store.

We have populated Arbor with the information you provided on the new starter forms. If anything has changed since submitting your form, you will be able to update this from 1st September 2024 when you will be given your log-in details

Before School Club (BSC) & After School Club (ASC) Bookings

We offer excellent wrap-around care at the following times and prices:

Before School Club (BSC)

Times: 7.30 a.m. – 8.45 a.m. (start of school)

Price: £6 per session (includes breakfast)

After School Club (ASC)

Times: 3.10 p.m. (end of school) – 5.50 p.m.

Price: £10 per session (includes a light snack)

- All bookings for BSC & ASC are made on Arbor.
- Reception children cannot book into our BSC until week commencing 9th September 2024.



- Reception Children cannot book into ASC until week commencing 16th September 2024.
- For BSC, the cut off for bookings is 8pm the night before. From September, any bookings made after 8pm the night before will be charged at £7.50.
- All bookings for ASC need to be made by 10.30 a.m. on the same day. For ASC, any bookings made after 10.30 a.m. on the day will be charged at £11.50.

Cancellations for both clubs need to be emailed to the school office. Any cancellations received with less than 24 hrs notice will be charged at full price. Where possible, please give as much notice for any cancellations to allow us to staff our clubs safely and appropriately.

Child Care Vouchers for BSC/ASC

If you are paying using Child Tax free credits, please email us with the exact amount and exact date paid to allow us to match the payment. Childcare vouchers can only be uploaded to your Arbor account by the office

Details for your Childcare Voucher suppliers

School URN: 111203
 DfE No.: 895/2664
 Bank details: Lloyds Bank
 Cheshire East Council
 Sort code: 30-80-12
 Account: 26106368

Childcare voucher remittances and queries need to be sent to childcarevouchers@rainowpri.cheshire.sch.uk

Club Payments

All Clubs payments can be made through Arbor. You will receive a weekly email reminder about your outstanding balance. Where possible, please pay for school services in advance.

Where balances are over £50, an invoice will be sent home in your child's book bag. Please ensure that these are paid as soon as possible.



Trips

All trips are payable on Arbor. Trip dates for the year will be sent out in September and will be available on Arbor to pay a term before the trip.

For any trips above £50, there will be an option to pay for the trip in instalments. If you experience any difficulties in paying for trips, please contact the school office.

Absences

If your child is going to be absent, please inform the office either by phone, option 1, or email absence@rainowpri.cheshire.sch.uk.

Please also use this email to let us know about any other appointments or holiday requests.

Drop off & Late arrivals

The school doors open at 8.45 a.m. and will be closed at 9 a.m. at which point we will take the class register.

Reception Class is located at the far end of school and your teachers will be on hand to welcome your children.

If you arrive after 9 a.m. you must enter via the school office, and your child will be recorded as 'late'.

Pick-up & Collection Arrangements

Generally speaking, parents/carers collect children from their class doors where the teacher can oversee a safe collection. Older children usually meet their parents at the gates.

- End of the school day for Reception, Year 1 and Year 2 (Key Stage 1 / KS1) is at 3.10 p.m.
- End of the school day for Year 3, Year 4, Year 5 and Year 6 (Key Stage 2 / KS2) is 3.20 p.m.

If another adult is collecting your child, please either let the class teacher know at morning drop-off or let the office know during the day. We can make a note of other trusted adults on your Arbor record for future reference.

If you are running late for pick-up, please let us know as soon as possible.

- For KS1, if you are any later than 3.20 p.m., your child will be added to the ASC register and you will be charged at the same day booking rate.



- For KS2, if you are any later than 3.30 p.m., your child will be added to the ASC register and you will be charged at the same day booking rate.

Medication in School

Long-term medication

If we have a record that your child has medication in school, we will be sending a separate letter and a blank medication form home with your child to update any details. This will be sent home before the end of term to be returned in September.

Short-term medication

If your child requires short-term medication, please bring the medication to the school office, in the original packaging. Do not hand the medication to the class teacher.

If your child is attending Breakfast Club, please send an email detailing the medication, dosage, duration of course, storage instructions and your permission for us to give your child the medication. The next time you are at school we will require you to sign the medication form.

Administering medication in school

Most parents have given permission for us to administer Calpol/Ibuprofen to their child should they need it during school hours. We will send a permission form out for this in July. Please ensure that it is complete before September. If your child has already taken any of the above before school hours, please inform the office / class teacher at your earliest convenience.

Parking & Parking Permits

The car park, both top and bottom are for school staff only and families with parking permits. Please do not use the car park if you do not have a permit. Also, please do not park on the zig-zag lines in front of school. Please park considerately around school and do not block residents drive ways. We appreciate that parking is not ideal around school but by parking sensibly and, where possible, parking further away from school onto Round Meadow, we can help alleviate the issues.



Parking permits are available to families that require them. If you require a parking permit, please contact the office. We would like to remind you that if you have a car park permit, please do not block the school gates or the driveway.

Yours sincerely,



Miss Welsh
School Business Manager

