



Baildon Church of England Primary School

September 2020

Dear Parent/Carer

Reception

We hope you had a lovely summer. As an office team we are here to help you with any queries that you may have, we hope the below FAQ's will help you throughout the year:

What should I do if my child is ill or unable to attend school for any reason?

You should either phone school on 01274 598540 and select option 2 to leave a message regarding your child's illness or email office@baildonce.co.uk prior to 8.30am on the first morning of the absence.

What if my child arrives late for school for any reason?

You should bring your child to the office to sign in.

How do I make payments for trips and visits?

We operate a cashless school which means all payments for trips and activities etc should be made via the following website <https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney>. If you have returned all of your contact details forms you should have received a link and password over the last couple of days.

What are the school hours for reception children?

Arrival at school: 8.50am – 9.00am
Collection from school: 3.15pm-3.25pm

What are the office hours?

The office will be open from 8am - 4pm.

Who should I contact if I have a general school query?

Please email office@baildonce.co.uk, we do aim to respond to emails within 48 hours. However, this can be longer during busier periods. If your query is urgent, please phone 01274 598540.

How do we keep up to date with school news?

A newsletter is emailed and put on our website www.baildonce.co.uk each Friday during term time. Please ensure you read the newsletter as it contains important information and dates.

Do I need to pay for school meals?

Payment is not required as all children in Reception are entitled to receive universal free school meals.

'The Lord says for I know the plans I have for you... plans to give you hope and a future.'

Coverdale Way, Baildon, Shipley, West Yorkshire, BD17 6TE

Telephone: 01274 598540 • Fax: 01274 530018 • Website: www.baildonce.co.uk • Email: office@baildonce.co.uk
Headteacher: Mrs Kathryn Savage

Am I entitled to free school meals (Benefit Services)?

For more information and to apply for free school meals please follow the link below, <https://www.bradford.gov.uk/benefits/applying-for-benefits/free-school-meals/>
Please be aware that universal free school meals are different to free school meals that are processed by Benefit Services, please see the flyer attached for more information.

Can my child have a packed lunch?

Children can bring a healthy packed lunch to school if they prefer. We ask children not to bring chocolate or sweets and all food items must be nut free. Please can children also bring water and not fizzy drinks or fruit juice.

Can my child have school milk?

Children in Reception are entitled to receive milk up to the age of five, once they have turned five you can register and pay for milk by following the link below, https://www.freshpastures.co.uk/parent_register.php

What if my child needs medication?

All medication must be prescribed by a GP, we can only administer medication that is prescribed for four times a day and only one of those doses can be administered by school. A request to administer medication form must be completed and all named medication taken to the office. Please follow the link below to download a copy of the form. Medication must not be sent into school with your child.

<https://baildonce.co.uk/virtual-office/medical-policy/>

How much is breakfast club?

Breakfast club operates daily in term time from 7.30am to 8.50am for children in Reception to Year 6. The cost of a session with breakfast is £4.25 and without breakfast is £3.75. All payments are required in advance and payment is made using the online system. Please follow the link below if you would like to register.

<https://baildonce.co.uk/virtual-office/breakfast-club-funtastic/>

Letters

Letters will be emailed out and uploaded to the virtual office section of the website. If you think you may have missed a communication or you need to clarify something, please check this section of the website first.

If you have any other queries do not hesitate to contact us.

Kind regards

Philip Hiley
Business Manager

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