



## Baildon Church of England Primary School

September 2020

Dear Parent/Carer

### Year 1 to Year 6

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](mailto:office@baildonce.co.uk) prior to 8.30am on the first morning of 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 to school?

We operate a cashless school which means all payments should be made via the following website <https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney>. We no longer accept cheque payments.

#### What are the school hours for Years 1-6?

Class	Entry to school	Entrance / Exit	Collection from school
1D	8.50am – 9.00am	1D Fire Door	3.15pm – 3.25pm
1P	8.50am – 9.00am	KS1 Double Doors	3.15pm – 3.25pm
2F	8.40am – 8.50am	KS1 Double Doors	3.05pm – 3.15pm
2W	8.40am – 8.50am	KS1 Double Doors	3.05pm – 3.15pm
3S	8.50am – 9.00am	KS2 Double Doors	3.15pm – 3.25pm
3SH	8.50am – 9.00am	KS2 Double Doors	3.15pm – 3.25pm
4M	8.40am – 8.50am	Y4 Fire Door	3.05pm – 3.15pm
4AW	8.40am – 8.50am	Y4 Fire Door	3.05pm – 3.15pm
5B	8.50am – 9.00am	Y5 Fire Door	3.15pm – 3.25pm
5G	8.50am – 9.00am	Y5 Fire Door	3.15pm – 3.25pm
6B	8.40am – 8.50am	KS2 Double Doors	3.05pm – 3.15pm
6V	8.40am – 8.50am	KS2 Double Doors	3.05pm – 3.15pm

#### 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](mailto:office@baildonce.co.uk); we 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.

*'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 • Website: [www.baildonce.co.uk](http://www.baildonce.co.uk) • Email: [office@baildonce.co.uk](mailto:office@baildonce.co.uk)  
Headteacher: Mrs Kathryn Savage

### **How do we keep up to date with school news?**

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

### **How much are school meals?**

The price of a school meal is £2.00 per day, all payments are required one week in advance via the online payment system. KS1 children are entitled to universal free school meals.

### **Am I entitled to free school meals?**

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.

### **How can I order milk for my child?**

KS1 & KS2 children can have milk each day, please visit School Milk UK to register & pay [https://www.freshpastures.co.uk/parent\\_register.php](https://www.freshpastures.co.uk/parent_register.php) Your child will receive a 189ml carton of milk to drink during the school day.

### **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

*'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 • Website: [www.baildonce.co.uk](http://www.baildonce.co.uk) • Email: [office@baildonce.co.uk](mailto:office@baildonce.co.uk)  
Headteacher: Mrs Kathryn Savage