

Online Forms

We have placed some useful forms on the school website that you can use - please follow this link to access them:

<https://www.saxonprimary.co.uk/page/?title=Online+Forms&pid=140>

The forms include: **Change of Contact Details; Change of School Meal Preference; Pupil Medication Request Form; Childcare Voucher Payment Notification; Exceptional Leave; Image Consent & Children's Achievement Form**

Collection Arrangements & Messages

If arrangements are different from the normal person collecting, please email the office in advance or at least **before 1.30pm** on the day of the changed arrangements.

All messages for the office or the class teachers need to be emailed to the info.saxon@lumenlearningtrust.co.uk address.

Medicines

The supply of Calpol held by the office is for emergency use should a child fall ill DURING the day. If you know that your child will need Calpol during the day, can you please drop it in the medicine box on the gate each morning.



Weekly Newsletter

The Newsletter is produced each week and a copy is sent home via email as well as being available to view on the school website. The Newsletter tells you everything you need to know and therefore it is very important that you take the time to read it every week.

Alerts on SCOPAY

The Tucasi system now includes alerts for parents. These include:

- If your balances go below a certain amount
- If a new trip/club/event has been added to your child's account
- Parents' evening booking reminders

It is very easy to update your account to show these and once you have updated it, you will receive emailed alerts.

Here is the link with the instructions:

<https://www.tucasi.com/parental-alerts-free-functionality-for-parents/>

Communication

Emails - Letters, messages and reminders are sent mainly by email. Please inform the school if you change your email address. These can be sent to more than one adult if we have both email addresses.

Text Messages - Reminders are sometimes sent by text message. Please inform the school if you change mobile number. These are usually only sent to the main contact (Priority 1).

Parking

There is no parking on school site before or after school. Adults are not permitted to drive into the car park when dropping off for Breakfast Club to ensure the safety of children and staff arriving for the day. Family members should park on the roads outside school considering our neighbours and parking respectfully. Thank you.

Back Gate Opening Times

8:30 - 8:50am

3:10 - 3:35pm

Access to the school during the day is via Briar Road. Press the intercom button on the pedestrian gate and the office will allow you through.

We hope you find this General Information Sheet useful. Please display at home or keep somewhere handy to refer to when needed.