



www.swanlandeducationtrust.co.uk

Swanland Primary School

New Parent Handbook

January 2017

All information correct at the time of publication
For up-to-date information please visit the school website

www.swanlandeducationtrust.co.uk

SWANLAND SCHOOL, ITS ENVIRONMENT AND ORGANISATION

SCHOOL CLASSIFICATION

Swanland Primary School is a mixed ability, non-selective, co-educational primary school for children aged between 4 and 11 years, with an Early Admissions Facility. It has successfully undergone six Ofsted Inspections since 1998 all of which were graded at the highest rating. In August 2011 the school converted to an Academy Trust, and subsequently a Multi-Academy Trust, joining with Dunswell Academy on 1st September 2013.

THE SCHOOL ENVIRONMENT

The attractive dormitory village of Swanland lies on the edge of the Yorkshire Wolds to the south of the East Riding, ten miles west of the City of Kingston upon Hull; close to the A63 and 2 miles from the Humber Bridge. The population of approximately 4,000 continues to grow steadily, attracting a constant need for new housing. As a consequence, the school population has increased from 150 to in excess of 420 pupils since 1990. Most of the children reside in the village, whilst a significant minority come from surrounding villages.

Whilst there is evidence of there having been a school in Swanland since 1693, the current school opened on its present site, in mature grounds on the corner of Tranby Lane, in 1970. An amalgam of the original 1920s James Reckitt Memorial Hall and purpose-built classrooms, library, hall and kitchens, the building has a unique character. A three-classroom extension was completed in October 1999, which greatly enhanced the school's facilities. Six new classrooms were completed in 2003, plus an additional hall, at the cost of some £800,000. In the summer of 2008 an investment of £250,000 greatly enhanced the double glazing, Early Years' toilets, administrative offices, school meals kitchen and medical inspection room, which doubles as an additional small teaching space. Our multi-cultural kitchen was established in 2011 to better extend our understanding of cultural diversity. Latterly a small extension to the front easterly elevation of the school was completed in August 2013, increasing the available classroom space.

ADMISSIONS POLICY

The school's current admission arrangements adhere to the published criteria contained in the East Riding School's Guidance.

ORGANISATION OF THE SCHOOL, RECEPTION EYFS TO YEAR 6

Following the establishment of an Early Years Reception Facility in 1991, all children aged 4+ are admitted to the school in one intake at the beginning of the academic year. Since 2000, there has been a two form Reception intake, each one having 30 pupils. There are fourteen classes across the school consisting of two classes in each year group from Reception to year six.

PUPIL ROUTES

Each year, the majority of Year 6 pupils transfer to South Hunsley School.

PRAISE AND AWARD

In a conscious effort to reward and celebrate the vast majority of our children, who are consistently hard working and beautifully behaved, a praise and award scheme has been a long established system at Swanland. An accumulation of seven certificates from Bronze to Ultimate earn blue, mauve and gold "Swanland" pins, which the children wear with justifiable pride. We are very grateful to the PTA for agreeing to sponsor the purchasing of the pins

This is just one small part of a whole school initiative to develop a healthy, happy school.

POLICY ON BEHAVIOUR

The school has a very comprehensive policy on behaviour. Its purpose, in conjunction with The School Charter, is to provide the staff and children with a consistent whole school approach and give guidance to parents. It includes, amongst other things, the way in which:

- children and staff address one another (this includes lunchtime supervisors, teaching assistants and office staff);
- children move around the school;
- children play safely and consider the feelings and belongings of others.

The policy also makes clear what children might expect to happen should they make wrong choices or fail to keep their promise, as laid down in The School Charter.

PASTORAL CARE

Whilst the Head Teacher has overall responsibility for the health, safety and welfare of all the children in the school, pastoral care is seen as the shared responsibility of all the staff. The staff and children make every effort to uphold and support the School Charter, a copy of which is shown, below. This Charter, written by the children is deliberately composed of positive statements rather than a negative list of rules.

Charter

We believe our school should be a place where:

1. Everyone is kind and respects each other;
2. Everyone is able to share and learn in class without anyone putting them down;
3. Everyone should be sensible and behave safely in school and on the playground;
4. We all treat each other nicely and respect their property no matter who they are or how old they are;
5. Everyone uses good manners at all times in every situation;
6. We are always caring if anyone is in trouble or in need;
7. We all show care to each other and everyone's possessions;
8. Everyone shows respect by keeping the school and its equipment in good condition;
9. We all love being a part of Swanland School and we are proud to show it;
10. We all respect and are loyal to Swanland School.



Agreed by the School Council
March 2016

THE SCHOOL DAY

The School Day Commences at 8.50am.

The school gates are locked at 8.55am. Late arrivals should enter through the main visitors' reception via Tranby Lane and be signed in by parents/carers.

Reception children and their parents should assemble under the canopy outside the Reception classrooms. Years 1 and 2 should assemble on the KS1 playground. Years 3–6 should assemble on the KS2 playground. A whistle will be blown at 8.50am, the children should line up with their teacher who will escort them into school.

Five minutes are allowed at 8.50am and 1.10pm for children to clear the cloakroom and be registered. The time usually spent on teaching during each normal school day is as follows: –

08.50am	– 10.15am	Learning
10.15am	– 10.30am	Assembly. The daily Assembly is broadly Christian in character.
10.30am	– 10.45am	Break
10.45am	– 12.00pm	Learning
12.00pm	– 1.10pm	Lunch (starts a little earlier for Reception & Year 1 children)
1.10pm	– 2.15pm	Learning
2.15pm	– 2.30pm	Break Key Stage 1 & 2
2.40pm	– 2.55pm	Break Reception Classes
2.30pm	– 3.30pm	Learning

TERM DATES AND SCHOOL HOLIDAYS

For the latest term dates and school holidays please look on the school website.

SCHOOL DROP-OFF SYSTEM

The school operates a 'Drop-Off' system at the front of the school on Tranby Lane. Some of our Year Six children undertake a special duty assisting children out of their vehicles and onto the school premises to save parents from having to park. They open car doors and greet their school friends every morning from 8.30 till 8.50. The older children will escort youngsters through the gates. Parents have permission to wait a few moments to have their young passengers dismount but must not leave their vehicles parked, on either the zigzags or the double yellow lines, either in the morning or at the end of the school day. Not only is it illegal, it also disrupts the function of the drop off, which a great many parents and carers find very safe and useful.

PARK AND STRIDE

Park and Stride is an initiative that schools are undertaking to reduce the volume of traffic in the immediate vicinity to the school gates. The scheme is aimed at those families who have no choice but to bring the car to school. It allows cars to be parked in a safe environment whilst promoting exercise through walking a little further than you would normally. Children will benefit from this daily exercise, plus it is also a chance for you to have some extra one to one time with your child. We have agreed with the Swan and Cygnet Public House to use their car park in both the morning and afternoon drop offs. The management request that parents and children be aware that it is a working pub and are therefore requested to park considerately, ensuring they take care whilst in the car park. We feel that a short walk to school each morning will make the children brighter and more alert. They will be ready to embrace the day ahead. It will also promote road safety and give the children chance to learn and practise pedestrian skills. Walking just that little further than you would usually will give both children and parents a chance to socialise. Most importantly parking in the designated Park and Stride area will undoubtedly reduce the number of cars directly outside school and will make it safer for all pedestrians.

VISITING ARRANGEMENTS

Frequent invitations are extended to parents to attend a variety of meetings and activities throughout the year. Parents of all prospective pupils are very welcome to meet with the Head Teacher and tour the school at a mutually convenient time. Special visits and induction arrangements are made for parents and children 10 months in advance of admission to the Reception class. The first of these is usually arranged in November and continue into the following summer. Home visits for prospective Reception pupils are arranged during June and July at mutually convenient times. Further meetings to share policies for Reading, Writing and Play continue in the autumn.

VISITORS & SAFEGUARDING

- ALL visitors to the school are to report to the office via the main front door. (This, by necessity, must include parents wishing to administer medicine to their children or bringing forgotten equipment, etc).
- The car park is for staff only (disabled adults or children being most especially excepted).
- Visitors must not use any other entrance to the school unless accompanied by a member of the school staff. For security purposes, the school gates are locked at 8.55am and unlocked again at 3.25pm. Late arrivals should enter through the main front door.
- Visitors to the school site must sign in and out and be issued with a visitor's identity badge for the duration of their stay.
- Children must not leave the premises or grounds during the school day unless accompanied by a responsible adult who has 'signed them out' and collected them from the main office (this includes children going home for lunch).
- It is not permissible for children to be collected from the classroom directly.
- Children returning to school must be accompanied by a responsible adult and signed in at the main office.
- Please avoid shortcutting through the car park, especially with toddlers.
- All adults entering the school site, who are not readily recognised by the staff (teachers, support staffs, caretaker and lunchtime supervisors) will continue to be politely challenged regarding their designation and the purpose of their visit.
- Children are constantly reminded not to speak to strangers but that it is polite and appropriate to direct official visitors within the school if they appear to be lost.
- CCTV surveillance covers the whole site.
- Drivers, other than staff or official visitors, must not park on restricted areas or use the school entrance as a dropping-off point or turning circle.
- We request that all using the school site use the designated pedestrian gates and footpaths, especially at 8.50am and 3.30pm.

SWANLAND SCHOOL CURRICULUM

CURRICULUM

All pupils have an entitlement to the six areas of learning delivered through topics, which encompass the thirteen National Curriculum Subjects:

- Communication, Language and Literacy (including French);
- Mathematical Development;
- Knowledge and Understanding of the World (Science, History, Geography, ICT and RE);
- Creative Development (Art and Design, Music and Drama);
- Physical Development (PE, Games and Dance);
- Personal, Social, Health and Citizenship Education.

CREATIVITY AND INNOVATION

At Swanland Primary School we pride ourselves on the delivery of a curriculum which provides children with an enriching, diverse and stimulating education. Through carefully planned topics, themes and a variety of teaching styles, children receive a range of learning opportunities which will enable them to achieve the best possible progress and standards. In turn this allows for all children to participate in learning which they enjoy. Swanland's approach to curriculum delivery ensures that pupils are encouraged to use their learning across a range of subjects and where possible from a first-hand experience. Additionally there is a rich diversity of sports, arts and residential visit activities which take place beyond the classroom. All subjects share comprehensive policy statements, which include medium-term plans and schemes of work. The teachers and teaching assistants work closely in teams at every opportunity, using these sessions to produce their short-term (weekly) plans. School policies are available to parents on request plus booklets for parents outlining a selection of these in brief. Our conversion to an Academy has enabled us to institute a more creative, dynamic and very successful curriculum model.

THE SOUTH HUNSLEY PARTNERSHIP OF SCHOOLS

Swanland School's partnership with its eight school neighbours; Brough, Elloughton, North Cave, North Ferriby, South Cave, Welton, St Anne's Special School and South Hunsley School is unique in its establishment of a Common Partnership Curriculum, Shared Learning Objectives and Curriculum Project Managers. The Partnership's most recent initiative is a shared entitlement to a more effective learning strategy which has already begun to invigorate the provision still further.

MODERN FOREIGN LANGUAGES

French is our chosen modern foreign language delivered in Years 3, 4, 5 and 6. The delivery of French is well-established after having emerged and evolved within the partnership over two decades. Its delivery has very exciting prospects for continuity and progression into Key Stage 3.

INCLUSION, DIVERSITY AND COMMUNITY COHESION

Our children celebrate all forms of diversity, whether they are cultural, social, or physical. In February 2013 we became proud recipients of The Stephen Lawrence Education Standard, through which pupils explore race, diversity and tolerance through active participation in the arts, food technology and community cohesion, whilst also involving children in projects with other primary schools. Pupils, staff and members of the wider community have been involved in writing our Single Equality Scheme, which is published on the school website.

EXTRA CURRICULAR ACTIVITIES

RESIDENTIAL VISITS

Year 4 have the opportunity to experience a one night residential visit to the Cranedale Centre near Sledmere, where they undertake projects on food and farming.

Year 5 pupils have the opportunity to participate in a three day residential activity-focused visit to 'Robinwood', located in Todmorden on the Yorks/Lancs border.

Year 6 visit Sneaton for 3 nights where they take part in a wide range of outdoor activities.

MUSIC

The school has a broad and diverse range of musical experience. We are very fortunate to have specialist musical tuition provided by five peripatetic tutors who visit the school weekly for students of clarinet, flute, oboe, violin, cello double bass, brass and percussion. Violin, cello and double bass tuition is provided to all Year 4 children for an hour per class, every week. Key Stage 1 and Key Stage 2 have the opportunity to learn the recorder.

SPORT

In addition to the PE, Games, Swimming and Dance undertaken as part of the children's curriculum entitlement, Cricket, Hockey, Netball, Football and Athletics are all available to enthusiasts either at lunch time or after school. The school competes successfully with other schools in a variety of sports.

DRAMA AND PERFORMANCE

There are annual opportunities for parents of all year groups to come into school to see their children perform at our frequent seasonal productions. Visits to theatres and from touring theatre companies are many and varied.

INFORMATION & COMMUNICATION TECHNOLOGY

In addition to the usual classroom facilities, all 14 classes have projectors, interactive whiteboards and "visualisers". The school's investment in up-to-date resources enables us stay at the forefront of the rapidly changing learning landscape, most especially where our acquisition of "netbooks" and "tablets" enhances the delivery of a broad and innovative curriculum in class, without the need for children to visit a special ICT suite.

SPECIAL EDUCATIONAL NEEDS AND DISABILITY ARRANGEMENTS

Special Educational Needs and Disability, Inclusion and Child Protection Coordination are all managed by our Inclusions Team which undertakes analytical assessment and provides assistance to pupils who exhibit talent or experience particular difficulty most especially in maths, English, Social and Communication or Speech and Language but also in many other areas of school life. This special responsibility is for identifying and meeting the special needs of pupils who are either vulnerable or especially able. We also have a governor who is designated to have oversight of this particular aspect of the school's work. Please see the Include Me section of the Trust website to find out more about Inclusion at Swanland School.

PARENT/TEACHER CONSULTATION

There are opportunities for parents to visit the school and consult with the teaching staff each term, usually in November, March and finally in July when a comprehensive report on individual pupil progress is prepared and discussed with them. However, should there be any issues in the interim which parents or staff feel may benefit from informal discussion, both parties are encouraged to take the initiative.

PARENTAL INVOLVEMENT AND VOLUNTARY HELP

The involvement of parents in the life of the school is considerable and greatly welcomed, whether through active involvement in the classroom or supporting the PTA in their social and fund raising ventures. The enthusiasm and talent which parents bring to the school is invaluable. The school has a very active and supportive board of Governors, who in partnership with the staff and parents, give generously of their time in numerous ways.

SWANLAND SCHOOL UNIFORM

*These items of uniform bearing the school name/badge may be purchased online at:

www.schooltrendsonline.com or www.steadyschoolwear.co.uk.

Please note that it is not compulsory to have uniform which bears the logo but all uniform must adhere to the policy below. All these recommendations are made in the best interests of the welfare of your children during their stay at Swanland School. I hope you will support the staff in implementing them.

Girls

White or navy polo shirt *

Dark navy jumper/sweatshirt/cardigan *

(please note that the school *hooded* sweatshirts are for PE use only)

Dark navy skirt/pinafore dress/trousers/culottes

Plain dark navy tights/white socks

Summer Options (Summer Term and first half of Autumn Term)

Blue/white gingham dress

Boys

White or navy polo shirt *

Dark navy jumper or sweatshirt *

Grey trousers (long or short)

Plain black/grey/dark navy socks

Outdoor footwear – black shoes

Indoor footwear – black plimsolls

Please note that jeans, tracksuit bottoms or black trousers, baseball boots/'fashion' trainers, and brightly coloured socks are not recognised as suitable attire for school.

PE, Dance and Games

All children will be expected to change for PE. The basic PE kit comprises: Sky blue T-shirt with school logo*. Plain dark navy blue shadow stripe shorts*.

- Indoor PE – PE kit (as above) plus lightweight training shoes, plimsolls (or bare feet).
- Outdoor PE – PE kit (as above) plus trainers or astro-trainers (*NB no 'high-top' footwear*), warm over-garments i.e. tracksuit and socks. A blue hooded sweatshirt* is available to purchase online. (Football Club for Years 5 and 6 – Children will need football boots and shin pads).

In the interests of health, security and particularly safety, the wearing of any sort of jewellery by children in school, is strongly discouraged. On no account may jewellery be worn during sports activities. Only small, plain silver or gold stud earrings may be worn for school. Please teach your child how to remove their studs for PE. Children with newly pierced ears must cover their studs with 'micropore' tape to prevent them being caught. Please provide your child with the necessary tape on PE and Games days. Children with long hair will be required to tie it back during PE/Games/Swimming activities. Hair accessories such as headbands and bows should be navy blue and small.

Nail varnish is not permitted as part of school uniform and children will consequently be asked to remove it at their earliest convenience.

SCHOOL MEALS AND FOOD POLICY

SCHOOL MEALS

Each day, over 300 of our children stay for a cooked meal or salad; a tiny handful of children go home and the remainder have packed lunch. Some of the packed lunches the children bring are often wholesome and well-balanced. However, the lack of being able to provide refrigeration, which would sustain the quality of their contents, concerns us and we would therefore actively encourage children to stay for a school meal.

Swanland's kitchen undergoes independent scrutiny and adheres to the government's most recent and very stringent guidance on balance and content (School Food Standards 2015). Our school kitchen does not use mechanically recovered products. All the money you pay goes towards the best quality fresh food we can afford, staff wages and utilities bills. Any profit is ploughed back into refurbishment or equipment maintenance.

Every day the children also have the option to choose their meal from a fresh salad bar. Children are served two roast meats every week. Fresh fruit or yoghurt is always available as an alternative to the advertised desert.

FOOD POLICY - NO CHOCOLATE OR NUTS IN SCHOOL EPECIALLY IN PACKED LUNCHES

In order to protect the growing number of children with allergies to nuts we have, for some years, had a whole school policy which protects children from being exposed to "nutty" products in school.

Please refrain from providing your children with packed lunches which contain chocolate products which might contain nuts; peanut butter, Nutella, Snickers bars and, unfortunately, some health food bars too. Just the very proximity of some children to peanuts is sufficient to bring on anaphylactic shock. This is very serious.

It is important that nuts do not come into school at all but it is very difficult for lunchtime staff to oversee the contents of children's packed lunches. We should be grateful therefore if, as per our policy, you would not include **ANY CHOCOLATE PRODUCTS** in packed lunches, at all. In this way we can be certain that all our children are safe and that we are fulfilling our healthy school standard to the best of our ability.

If we do see chocolate or nut products, the staff have been asked to put them safely to one side until home time. All nuts are an issue but peanuts tend to be the most serious.

ALLERGENS

Upon request we are able to provide a list of allergens that are used within the foods we serve. Please contact the school office.

SAMPLE MENU

**Swanland School Meals Sample Menu
(incl. Vegetarian option)**

A copy of these menus can be found on the school website : www.swanlandschool.co.uk

Set Menu 1					
	Monday	Tuesday	Wednesday	Thursday	Friday
Main Course	Sausage Roll	Roast Chicken	Italian Style Meatballs	Roast Ham & Yorkshire Pudding	Fish Bites
Vegetarian	Cheese Pasta	Quorn Fillet	Vegetarian Meatballs	Vegetarian Toad in the Hole	Vegetable Nuggets
Carbohydrates	Sautéed Potatoes	Mashed Potatoes	Pasta Twists and Garlic Bread	Mashed Potatoes	Chunky Chips
Vegetables/ Salad	Baked Beans/ Garden Peas	Carrots/Sweetcorn	Sweetcorn/ Cauliflower	Broccoli/Carrots	Garden Peas/ Mixed Vegetables
Desserts	Muffin	Flapjack & Custard	Peach Melba	Chocolate Oat Delight & Custard	Fruit Crumble & Custard

Set Menu 2					
	Monday	Tuesday	Wednesday	Thursday	Friday
Main Course	Margherita Pizza	Roast Chicken & Stuffing	Sausages & Yorkshire Pudding	Roast Beef	Fishfingers
Vegetarian	Margherita Pizza	Quorn Fillet	Quorn Sausage	Spaghetti Napolitain	Vegetarian Burger
Carbohydrates	Sautéed Potatoes	Mashed Potatoes	Mashed Potatoes	Roast Potatoes	Chips
Vegetables/ Salad	Garden Peas/ Sweetcorn	Cauliflower/Carrots	Mixed Vegetables/ Broccoli	Baby Carrots/ Sweetcorn	Mushy Peas/ Baked Beans
Desserts	Jam & Coconut Sponge & Custard	Chocolate Crackle	Summer Cupcake	Frozen Yoghurt	Chocolate Crunch

Set Menu 3 -					
	Monday	Tuesday	Wednesday	Thursday	Friday
Main Course	Beef Burger in a Bun	Roast Chicken	Spaghetti Bolognaise	Roast Pork & Stuffing	Fillet of Fish
Vegetarian	Veggie Burger	Spaghetti Napolitain	Vegetarian Bolognaise	Quorn Roast	Vegetable Nuggets
Carbohydrates	Sautéed Potatoes	Mashed Potatoes	Garlic Bread	Roast Potatoes	Chips
Vegetables/ Salad	Coleslaw/Baby Corn	Broccoli/Carrots	Mixed Vegetables/ Cauliflower	Baby Carrots/ Green Beans	Mushy Peas/ Baked Beans
Desserts	Iced Cornflake Special	Cheese, Crackers & Apple	Iced Chocolate Cake	Jelly & Ice Cream	Sultana Shortcake & Custard

Salad Bar

As an alternative to the hot meal, there is a salad bar every day which typically includes: ham, turkey, cheese, egg, tuna, lettuce, tomato, cucumber, sweetcorn, pineapple, pepper, cress, celery, apple, sultanas, beetroot. Children are offered a drink of either fruit juice or milk with their meal.

Please be aware that these dishes may contain traces of nut or nut derivatives.

It may be necessary to change the menu without prior notice.

ATTENDANCE REPORTING

ATTENDANCE REPORTING

In order that school may follow national safeguarding guidelines, we offer you clear guidance on how you should proceed when your children are either absent or late.

All absence from school:

- A telephone call to the school before 9:15am on the morning of each day's absence. By calling every day, we can be sure of your child's whereabouts and that they are safe.
- If a child is absent without the school's prior knowledge, the school will telephone the parent/carer asking for confirmation of the child's absence. By operating this system we aim to ensure that children who have left home have arrived safely in school.
- Upon your child's return, written and signed confirmation, explaining the absence, preferably using the school 'Absence Note' is required. This is available on the school website or from the school office. These written records are required to be available for scrutiny when called upon by the School Nurse, Ofsted or the Education Welfare Officer. *Should your child's absence last more than 5 consecutive days, please also provide supporting medical evidence; this medical evidence may take the form of prescriptions, appointment cards, etc.*

Authorised absences are as follows:

- Illness. Please note: If your child has been absent owing to sickness or diarrhoea they must not return to school until they have been clear from either for at least 48 hours. This is to ensure there is no risk of contagion.
- Medical/Dental appointment (prior notice)
- Close family wedding or funeral (approval in advance)
- Day of religious observance (approval in advance)

Please be advised that unexplained absences will be recorded as 'unauthorised'. Unauthorised absences are not in the pupils' best interest and are viewed negatively on their academic records.

Unauthorised Absence and Penalty Notices

If your child accrues 10 sessions (5 days) of unauthorised absence you may be liable for a penalty notice, issued by the East Riding's Education Welfare Service. Penalty notices will be used as a deterrent to prevent a pattern of unauthorised absences developing. Each parent within your household will be issued with a £60 penalty notice for each child's unauthorised absence.

MEDICINES AT SCHOOL

Please note that only medicines prescribed by a GP may be administered to children at school and only then at the discretion of the staff on duty, upon receipt of an appropriately completed form available from the school office. Children should not be carrying paracetamol or similar painkillers in any event. We are quite happy to look after inhalers for asthmatics but we would appreciate the completion of the appropriate form. These forms are normally included with admission forms but further copies are available from the office upon request.

TERM-TIME ABSENCE FOR EXCEPTIONAL CIRCUMSTANCES

You are required under the Education Act (1996) to ensure your child attends school regularly. Head Teachers cannot and will not authorise school absence purely for the reason of a family holiday. If you feel you have an exceptional circumstance you must speak to the Head Teacher prior to making any arrangements or taking any absence.

PARENTPAY

In an attempt to remove cash and cheques from school we ask all parents to only use our e-payment system to pay for dinner money and school trips/events. This can be done online using a secure website called ParentPay or through local stores where you see the PayPoint logo.

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week – safe in the knowledge that the technology used is of the highest internet security available.

You will be given a secure online account, activated using a unique set of activation codes. You will be prompted to change these and create your own secure Username and Password for future logins. If you have two or more children at the school, or at other schools that use ParentPay, you can merge their accounts once logged in.

Making a payment is straightforward and ParentPay holds an electronic record of your payments to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

Those parents choosing to pay cash can do so at their local PayPoint store. You will be given a letter at a later date to pay dinner money via this route should you choose to do so. Hand the letter and your payment to the till operator who will scan the bar code.

PayPoint payments are recorded by ParentPay in the same way as online payments and may be seen in your payment history under My Accounts. (Please allow up to 36 hours for payments to be credited via the PayPoint network.)

Below is a brief list of local PayPoint locations; a more extensive list is available if you type in your postcode at: www.paypoint.co.uk/locator.aspx

Local Paypoint Locations:-

McColls, 19–21 Main Street, Swanland HU14 3QP

Ferriby Service Station, A63 Westbound, North Ferriby HU14 3NL

Co-op – North Ferriby, 16 High Street, North Ferriby HU14 3JP

Maynews, 40 Church Road, North Ferriby HU14 3BU

Once you have paid an amount of money into ParentPay (minimum £10.00), your child will order their dinner in the classroom as part of their normal registration procedures each morning.

When trip payments are required you will be notified about the trip in a letter and at that point you will be able to visit the ParentPay website to make your payment and to give your consent for your child to take part in the activity.

CHILDCARE IN SWANLAND

THE FAMILIES INFORMATION SERVICE HUB (FISH)

For information on family services in the East Riding, including childcare, please contact FISH:

Tel: 01482 396469

Email: fish@eastriding.gov.uk

Web: www.fish.eastriding.gov.uk

FISH holds up-to-date information on Ofsted registered childminders, day nurseries, pre-schools, out of school clubs and crèches.



Should you require further information on any other aspects of Swanland School Life:

Our Family

Governors

Year Group Activities

School Terms and Holidays

Calendar of Forthcoming Events

PTA

Ofsted

Inspection Reports

Data Protection

Policies

Disciplinary Procedure

please visit the school website:

www.swanlandeducationtrust.co.uk