

What should I do if.....

My child is absent

Please telephone the school office by 9am on the first day of absence. Absences will then be recorded and you will not need to send in a note. Alternatively you can email the school on headteacher.3240@stanford.oxon.sch.uk

A member of the office staff will ring you if we are not aware of why your child is absent. Any absence that is not confirmed to the school by phone or note will be shown as unauthorised.

My child is late

Please enter school via the front door and we will sign them in. Remember to confirm lunch arrangements so that hot dinners can be catered for. If children arrive late it does affect their attendance figures and is recorded as an unauthorised absence.

My child has a medical appointment during the school day

Where it is not possible to make this outside of school hours, please send a note in to the class teacher in advance with a copy of the appointment letter or card. On the day, come to the main entrance where we will sign your child out, check the appointment letter / card or give you a slip to ask the receptionist to stamp or sign so that we have accurate records. If you return to school, the office staff will sign them back in.

We want to take a holiday in term time

We are no longer able to authorise holidays during term time, following guidance from the Department for Education.

My child would like a school dinner

Foundation, Year 1 and Year 2 children are entitled to a free school meal, which must be ordered in the same way as the rest of the school. Order forms are available through the website or school office. Orders can be placed weekly or termly, on the Thursday before. Order forms need to be given to the class teacher. School meals cost £2.30 per day or £11.50 a week for children in Years 3 – 6. Credit will be carried forward for any days where dinners are not taken eg due to absence or school trips. We would prefer payment via the online Parentmail system but we can accept cash or cheques payable to Oxfordshire County Council.

Arriving at school

Children in years 1 to 6 can arrive at 8.45am and line up on the Key Stage Two playground, teachers will then lead them into the school building from 8.50am. Any child arriving after that time will enter the building by themselves. The side gate closes at 8.55am. Foundation children are taken in from their side gate from 8.45 to 8.55am. You are welcome and encouraged to come in with Foundation children to help them get settled.

My child would like music lessons

The Oxfordshire Music Service organise lessons and collect payment for lessons in: Brass instruments and violin. Their website has details of availability and costs on : www.oxfordshire.gov.uk/musicservice

We also offer guitar, drumming, band (Rocksteady) and piano lessons, through outside experts, if interested please speak to Mrs Dharmasiri or the school office.