

St Mary's C of E (VA) Primary School



School Office Information for Parents

Opening Times

The School Office is open

08.30 – 16.30 Mondays to Thursday

08.30 – 15.30 on a Friday

You can email the school office if you have any queries info@st-maryscofe.essex.sch.uk or telephone 01799 523384.



Communication

Updates of calendar dates, trips, clubs, sports events, PTA events and weekly newsletter can be found on our Facebook page. It is a closed group so please request to join us - [St Mary's C of E \(VA\) Primary School SW](#)



Sickness/Medical Appointments

If your child is sick please call the School Office absence line on 01799 523384 before 08.30am. You need to call each day that your child is sick. If your child vomits or has an upset tummy then we have a 48 hour no return rule, so if he/she vomited on Sunday night then it would be Wednesday morning before they could come back to school. If you child has a medical appointment, please email the school office a screen shot of the appointment card to the school office (info@st-maryscofe.essex.sch.uk).



Medication



We can only administer prescribed medicine, so medicine that has been prescribed by a doctor. If you required one of the staff members to administer any medication you must fill in a permission form which can be obtain from the school office. Please note that we can not administer any eye drops/cream or ear drops. If your child seems a little under the weather (cold or cough) then we advise you administer Calpol before school and just let us know so we can keep an eye on him/her.

Term Time Absences

We would urge you not to take your child out of school during term time as this is disruptive for the child and they miss so much not just in terms of education. Any absences need to be requested in writing to the Headteacher at least two weeks for the absence is taking place using the Leave of Absence form which can be found on the school website (a paper copy can be obtained via the school office).

School Dinners

School dinners are provided by the Dolce catering team. Dinners must be pre-ordered via your School Grid account no later than 8.55am on the day the dinner is required. If your child has any food allergies, intolerance or special dietary requirements please make the school office aware before your child can receive a school dinner.

School Uniform

Please read and understand the uniform policy. All children are expected to wear the correct uniform/PE Kit at school. We have a small amount of secondhand uniform available from our pre-loved uniform shed. **ALL ITEMS SHOULD BE NAMED**