



St. Paul's

C of E Primary School

Headteacher
MR MATTHEW BOWN

Deputy Head Teacher
MRS CAROLINE NEWELL

Chair of Governors
MRS JAN PRINGLE

June 2026

Message from the School Office

The following will hopefully inform you of how we run the school office:-

- ❖ The school office is open from 8.45am until at least 4.00pm. Any payments or letters can be left in the secure post box to the right-hand side of the office window (please make sure that any envelopes are pushed down well).
- ❖ At the beginning of the school year we give to every pupil a Data Collection Sheet, which is pre-printed with the information that we hold on our database taken from your completed Pupil Admission Application form. We ask that this is returned and, if there are any amendments, these are marked clearly so our database can be updated. Contact details are especially important as these are used for emergency calls and our texting service. Please keep us informed if you change any details. We are communicating more and more using mobile texts and emails. The first contact on your sheet needs to match the main mobile number to send texts to and the main email address for correspondence. On the reverse of the sheet will be permission questions to answer.
- ❖ Attendance and promptness at our school is good overall. The first part of the school day is very important. Children are usually busy practising basic skills or phonics. Children also do not like being late. It makes them feel different. Children who are late should be taken to the school office and an adult is to sign them in on our electronic system.
- ❖ Absence from school for holidays during term time is strongly discouraged by the Department for Education. Only in exceptional circumstances should a pupil need to be absent from school. On such occasions, parents/guardians will need to complete a Holiday Request Form. These are available in the school office. Separate forms need to be completed for each pupil and should be handed in to the school office or class teacher as soon as possible, and then these will be forwarded to the headteacher.
- ❖ If your child is off ill, please inform the school office by either leaving a message on our answer machine or speaking to a member of staff before 9.00am. **This includes children in Nursery.** If your child is absent and we have not received a message, you will be sent a text. If you do not respond to the text, your child will be marked with an "unauthorised absence". When leaving a message on the answer machine, please speak clearly giving your child's name, class and the reason that they are off school.





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❖ Parents should not ask us to administer pain relieving medication (Calpol, cough medicines etc) but we are more than happy for you to come in and give your child medicine at playtime (10.40-10.55am) or lunchtime (12pm for infants/12.15pm for juniors to 1.15pm) if you feel it is necessary. We have Agreement for Schools to Administer Medicine forms which can be completed if your child needs to take prescribed medication on a short-term basis (but we cannot administer more than one dose a day).

❖ If your child has a medical appointment, please let the office staff know, if possible, in advance. If the appointment is for first thing in the morning, please advise us whether your child will require a hot dinner and their menu preference. As dinners are ordered by 9.30am, if we are not informed that your child will be late, you will need to provide sandwiches for them.

❖ If your child has had sickness or diarrhoea they should not return to school until 48 hours clear of symptoms have passed. We are a close-knit community and sickness can spread rapidly.

❖ It can be upsetting when you discover for the first time that your child has head lice. You are not alone. Head lice in primary schools are a common phenomenon. If you discover your child has head lice, please inform the school and keep your child at home until you have treated the problem. If we discover that your child has got head lice, we will inform you. All children in the class will be sent home with a letter advising them of the situation and asking that each child has their head checked and to sign the bottom of the letter confirming that this has been done. Regular checking of your child's hair with a fine head lice comb and a cheap conditioner can go some way to keeping the problem at bay.

❖ The school office is extremely busy at all times, and it would be much appreciated if any alternative after school arrangements are made at the beginning of the day and the class teacher is aware of them. Obviously, if the arrangement is a last minute/emergency one, then please contact the school office.

Kind regards

Carol Duckham
Pupil Administrator

Nicky Wood
Finance Administrator

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