



Stamford Green Primary School - Useful Information

If your child is absent

1. Phone the school office **before 9am** & leave a message including your **child's name and class** and **reason why** including symptoms if ill or appointment details.
2. When your child returns to school send a note explaining their absence. This is a legal requirement for school records.

School Office
01372 725 383

School Website

www.stamford-green.surrey.sch.uk

Lots of information including:

- school news and events
- who's who in school
- children's work
- curriculum information
- school uniform
- clubs and PTA news

Contacting your child's teacher

- Just quick message? Leave a note in the message books outside school in the morning.
- Need a chat? Send a note to the teacher asking for an appointment, or call the school office, which will pass a message on for you.
- Can't get to school? Phone the office to ask for a telephone appointment.
- Use your child's Learning Journal to write a note to the teacher.
- Email the school – info@stamford-green.surrey.sch.uk

Medicines

If your child needs to have some medicine whilst they are at school, parents should complete a form and hand the medicine in to the Office. Please collect a form from the Office or download it from the website. You will need to share the dosage, times, duration and any other information that we might need to care for your child.

Diary Dates

A list of holiday dates, performances, class assemblies, trips and other term dates is sent home by e-mail each term.

Alternatively check the website or pick up a copy from outside the office

Headteacher's Headlines

All the latest school news! It is a newsletter sent out by e-mail usually every two weeks. You can also see the newsletter on the school website or pick up a copy from outside the office.

Parents' Evenings

Twice a year - November and March. Book your ten minute appointment with the class teacher online – more info will follow.

Class Open Time

Classes invite parents in at the end of the day, once a term to see what they've been up to!

Missed a letter?

Pop into the office, or check the school website for another copy.