



Important Information for New Parents/Carers

Updated for 2026/27 – V1

Welcome to Dothill Primary School

We are delighted to have you with us. Below, you will find some notes that we hope will be helpful. If you need any assistance with completing forms or would like more information about anything, please do not hesitate to get in touch. We are always happy to help and support you in any way we can.

Guidance on Completing Admission Forms

As part of the admission process, it is essential that certain sections of the Personal Information Record (PIR) are completed thoroughly. Please pay particular attention to the following areas:

- **Emergency Contacts**
Please provide the names and telephone numbers of individuals who can be contacted in the event of an emergency, such as illness or accidents, and who are able to collect your child from school. If any of these details change, kindly inform the school in writing via the family email address we have on file.
- **Medical Information**
Please include any medical needs or concerns that you feel would be helpful for the school to be aware of. Should any of this information change, please notify the school in writing using the family email address we hold.
- **Home-School Agreement (HSA)**
We ask that you read the HSA with your child, sign it, and return it to the school prior to their start date. This agreement will be sent out annually as a reminder of our shared expectations and the importance of working in partnership.

General information

Arrival Arrangements

To ensure a safe and orderly start to the school day, please take note of the following arrival procedures:

Gate Opening Times

The front and rear school gates open at **8:30am** and close promptly at **8:45am**. This provides a 15-minute window for children to arrive. Please ensure your child is in school before 8:45am to avoid receiving a late mark.

Accompanied Arrival

Children in **EYFS and Years 1, 2, 3, and 4** must be brought into school by an adult.

Children in **Years 5 and 6** may walk into school independently if parents/carers give permission. These pupils must go directly to their classrooms. We expect them to behave in a respectful and responsible manner. If this expectation is not met, the privilege of walking independently may be withdrawn.

At the start of the academic year, we will send out a consent form for parents/carers of Year 5 and 6 pupils regarding walking home independently.

Late Arrivals

We understand that mornings do not always go to plan. If you arrive after the gates have closed, please use the **front pedestrian entry gate (left hand side of drive)**, ring the intercom bell for access, and accompany your child to the school office.

Please be aware that there may be a short wait if the office staff are assisting others.

If late arrivals become frequent, a member of our Senior Leadership Team will contact you to discuss any challenges and explore how we can support you.

Site Security

For the safety of all children, the school gates are locked at **8:45am**. After this time, there is no unauthorised access to the site.

During school hours, please ring the intercom bell at the pedestrian gate or call **01952 386870** to speak with a member of the office team.

Collection Arrangements

To ensure a safe and efficient end to the school day, please take note of the following collection procedures:

Gate Opening Times

- The front and rear school gates open at **3:10pm** and close at **3:25pm**.
- All classroom doors will open at **3:15pm**.
- Please only contact the school office for **emergency changes**, and please do so **before 2:45pm**.

Collection for EYFS and Years 1–4

Parents and carers should wait near their child's classroom door so that they are visible to the teacher. All children must be collected by an adult whose name appears on the contact information we hold in school. If someone not listed will be collecting your child, please inform the class teacher at drop-off that morning.

Please note: the person collecting your child must be **over 18 years of age**. We will not release a child to anyone we have not been informed about.

Collection for Years 5 and 6

To encourage independence, children in **Years 5 and 6** may leave the classroom independently if parents/carers give permission for them to either walk home or meet you at an agreed point off the school site and away from the entry/exit gates.

These pupils must go directly to the agreed location. We expect them to behave in a respectful and responsible manner.

Please note: children in Years 5 and 6 will not be dismissed from class without an adult unless a signed consent form has been received.

Additionally, **Year 5 and 6 pupils are not permitted to collect younger siblings** from their classrooms. This must be done by an adult.

Dothill Pre-School and Childcare (Club)

Children attending Club will be met by staff in the school hall and taken directly through to Club.

Transport, Parking and Site Safety

We actively encourage children to walk or cycle to and from school whenever possible. For the safety of all members of our school community, **bikes and scooters must not be ridden on school grounds.**

Bike and Scooter Storage

Bikes and scooters should be parked in the designated bike area as you pass by during arrival and collection. Please note that all equipment is left on school premises **at your own risk.**

Driving to School

If you need to drive to school, please use the **turning point at the end of the road** and avoid using the school drive or entrance.

Encouraging Independence

For children in **Year 5 and above**, we strongly encourage parents and carers to **drop off at the school gate** and allow children to walk into school independently. This helps reduce congestion at the bottom of the drive.

A member of staff is present at both the front and rear of the school each morning to support children as needed.

Use of the School Car Park

Parents and carers are not permitted to use the school car park without prior agreement.

In the very rare cases where access is granted, the following conditions must be met to ensure the safety of pedestrians on site:

- In the morning, arrival must be **before 8:30am**, and the vehicle must remain in the car park until the gates are locked at 8:45.
- In the afternoon, arrival must be **before 3:10pm**, and the vehicle must remain in the car park until **3:25pm**.

Site Safety

For health and safety reasons, we kindly ask that children and their siblings do not use the playground equipment, or any outdoor equipment located outside the classrooms before or after school. **Please note that supervision of children outside of school hours is the responsibility of parents or guardians. The school cannot accept liability for any injuries or incidents that occur during these times.**

We also ask that parents and carers **closely supervise children** at the front of the school, particularly near the **offices and car park**, and ensure that everyone uses the **designated footpaths** around the school site.

Absences and Lateness

To support your child's education and ensure their safety, please take note of the following procedures regarding attendance and punctuality:

Daily Registration

The school register is taken **twice daily**: at **8:45am** and **1:00pm**.

Please ensure your child arrives at school **before 8:45am** each day to avoid receiving a late mark.

Reporting Absences

If your child is absent, please **telephone the school office by 9:00am** on the day of absence to report non-attendance.

You may leave a message on the school answerphone by calling **01952 386870**.

If we have not heard from you by this time, we will attempt to contact you to confirm your child's whereabouts. This procedure is in place to ensure the safety of all children.

For further details, please refer to our **one-page attendance guide**, available on the school website.

Appointments During School Hours

Wherever possible, please arrange appointments **outside of school hours**.

If this is not feasible, we ask that appointments be scheduled **near the beginning or end of the school day**, allowing your child to attend school before or after the appointment.

Please **telephone the office in advance** to inform us of any appointments, and bring **evidence of the appointment** when collecting or dropping off your child.

Leave of Absence Requests

Leave of absence during term time, including holidays, will **not be authorised** unless there are **exceptional circumstances**.

If you wish to request an authorised absence, please complete and return the **Leave of Absence Request Form** at least **20 school working days in advance**.

Further information is available in the **attendance folder** on the school website.

Attendance Records

A record of authorised and unauthorised absences will be included with your child's **annual written report** in July.

Medical Information and Medication

To help us care for your child effectively, please take note of the following guidance regarding illness, medication, and ongoing medical needs:

Sickness and Upset Stomach

If your child has experienced sickness or diarrhoea, they must be kept at home for **48 hours after the last episode** to help prevent the spread of infection.

Medication During School Hours

If your child requires **three doses of medication per day**, these should be administered **at home**—before and after school.

If your child requires **four doses per day**, we can administer one dose at school, provided the medication is:

- **Prescribed** by a doctor, dentist, or pharmacist,
- Clearly labelled with your child's **name and dosage**, and
- Accompanied by a completed and signed **MED1 form** (available on the school website or from the office).

Medication is usually administered at approximately **12:00pm**.

Please refer to the **Medication Policy** on our website for full details and to download the MED1 form.

Ongoing Medical Needs

If your child has an ongoing medical condition, please refer to the relevant **medical needs policy** on the

school website.

We encourage all parents to speak with school staff about any medical needs. We will invite you to a meeting to complete a **Health Care Plan**, ensuring we fully understand your child's condition and how best to support them.

If your child has **asthma**, please refer to the **Asthma Policy** on the website. Inhalers and EpiPens can be kept in school, but we must have the appropriate **completed paperwork** to authorise their use.

Items Not Permitted in School

Children should **not bring** the following items into school:

- Lip salves
- Cough or sore throat sweets

Sun Protection

During warmer months, please apply sun cream to your child **before school**. If additional sun cream is needed during the day, your child may bring a **clearly labelled bottle** to school and **must apply it themselves**. Please do not bring aerosols.

For more information, please refer to our **Sun Policy** on the school website.

A full copy of the **Medication Policy** is available on the school website.

Head Lice

Please be aware that **school nurses no longer carry out routine head checks** for signs of head lice or nits. It is the **responsibility of parents and carers** to check their child's hair regularly for signs of infestation.

For guidance on how to check for and treat head lice, please refer to the official NHS advice here:

[NHS Guide to Head Lice and Nits](#)

School Uniform

We take pride in our school uniform and appreciate your support in ensuring that all children attend school dressed appropriately. Our school uniform consists of the following:

- **Royal blue** cardigan, sweatshirt, sweat-cardi, or fleece jacket (please note: **not navy blue**)
- **Grey or black** skirt or pinafore dress
- **Black or grey** trousers or shorts
- **Pale blue** shirt, blouse, or polo shirt
- **Blue and white gingham dress** (for summer wear)
- **Plain black shoes or trainers** (flats) (see additional guidance below)
- **Hair decorations** should be small and discreet and in school colours

Uniform items bearing the school logo—such as sweatshirts, polo shirts, fleece jackets, and coats—can be purchased from our uniform supplier: **Baker and Son Schoolwear**, New Row, Wellington, TF1 1LU. Visit their website: [Dothill Primary School Archives | Baker & Son Schoolwear](#)

Alternatively, plain items in the appropriate colours may be purchased from local retailers.

Shoes and Boots

To ensure safety, comfort, and consistency with our school uniform, please follow the guidance below regarding smart and practical footwear:

- Children should wear **plain black shoes or trainers**.
- Shoes must be **sensible and safe (flat)** —no high heels, deep treads, flashing lights, or decorative features.
- **Velcro fasteners** are preferred, as they are easier and quicker for children to manage independently.
- If your child wears **lace-up shoes**, please ensure they can tie their own laces.
- If choosing **sandals**, they must be **plain, secure, and safe** for school use.
- During the **winter months**, children may wear **plain black boots** with **trousers only**. Boots are **not permitted** with skirts, dresses, pinafores, or shorts.

PE Kit

All children are required to have a full PE kit and should **wear it to school on their designated PE day**. Details of your child's PE day will be available on the school website or from their class teacher. Please note: **There are no PE lessons during the first week of the autumn term.**

The PE kit should include:

- **Black** tracksuit bottoms, joggers, leggings, or shorts
- **Black** zip-up hoodie or sweatshirt (optional for colder weather)
- **Pale blue PE T-shirt***
- **Trainers**
- **Black, white, or grey socks**

All items should be **completely plain**, with **no logos, designs, or decorations**.

*The pale blue PE t-shirt with the Dothill logo is available from our uniform supplier, **Baker and Son Schoolwear** (please see link above). It is a high-quality, silky-feel shirt similar to a football top. Alternatively, a **plain pale blue T-shirt** from a local store is also acceptable. Please do **not** use a regular school polo shirt with a collar as part of the PE uniform.

Recycled Uniform

We are pleased to offer a **recycled uniform shop** within school. A wide range of items is available—from coats and shoes to dresses and T-shirts—and families are very welcome to take what they need.

In return, we kindly ask that you consider **donating clean, good-quality uniform** that your child has outgrown. This helps us support one another and ensures that all children have access to appropriate school clothing.

Thank you for contributing to this valuable initiative.

EYFS Outdoor and Messy Clothing

All children in **EYFS** are required to have suitable clothing for outdoor, messy, and wet play. This includes:

- Waterproof **trousers** and **jacket**

- **Gloves** and a **hat**
- A pair of **wellies**

These items should be kept in school from **Monday to Friday** in a **clearly named bag**. Wellies should also be **left in school** to ensure children are always prepared for outdoor learning and play, regardless of the weather.

Labelling Clothing

To help us return lost items to their rightful owners, please ensure that **all your child's school clothing is clearly labelled** with their name.

Details of a recommended supplier, **My Nametags**, where you can purchase pre-printed name labels, are available on the school website.

Thank you for your support in keeping our lost property to a minimum.

School Bags

Due to limited space in our cloakroom areas, we **discourage children from bringing large bags** to school. If a bag is necessary, we recommend using a **royal blue book-bag** with the school logo, which can be purchased from our uniform supplier.

Children only need to bring the following items to school each day:

- A **water bottle**
- Their **lunch** (if not having a school meal)
- A **snack** (if not provided by school)
- Their **book-bag**, which will be supplied by the school once they start

Please note: **Lunch and snack are provided for all children in EYFS and Key Stage 1.**

Jewellery and Appearance

In the interests of health and safety, we ask that children **do not wear jewellery** to school. This includes items such as plastic wristbands, friendship bands, and similar accessories.

We do allow children to wear a **device that only tells the time / counts steps**.

Please note: **Devices that connect to the internet or are linked to mobile phones are not permitted** in school.

Children may also wear **small earring studs**, provided they follow these rules:

- Only **one small stud per ear** is allowed.
- If ears are **newly pierced**, earrings must be **taped over with micro-pore tape** (available from chemists), provided by parents.
- After the appropriate healing period (maximum **6 months**), children will be expected to **remove earrings for PE lessons**.

Hooped earrings are not permitted as they can pose a safety risk, especially in environments like schools. Hoop earrings can easily get caught on clothing, hair, playground equipment, or other objects. If pulled accidentally, they can cause painful injuries to the earlobe, including tearing.

Please be aware that **school cannot take responsibility for any jewellery that is removed** during the school day.

In addition:

- **Temporary tattoos, nail varnish, and make-up** should not be worn in school.
- **Hair decorations** should be kept **small and discreet**.

Thank you for your support in helping us maintain a safe and smart school environment.

Mobile Phones

We would prefer that children **do not bring mobile phones** into school. However, we understand that for children in **Years 5 and 6**, parents and carers may wish for them to carry a phone if they are **walking home without an adult**.

Please note:

- **Only children whose parents have provided written consent for them to walk home independently are permitted to bring a mobile phone to school.**
- Phones must be switched off when coming onto the school premises and **handed in to the class teacher** at the start of the day and **collected at the end of the day**.
- Phones will be stored securely during the school day.

Important: The school **cannot accept responsibility** for any mobile phones brought onto the premises. Phones are brought to school **at the owner's risk**.

School Trips and Visits

Children usually participate in a **school trip, visit, or in-school experience each half term**. These activities are designed to enrich the curriculum and provide valuable learning opportunities and experiences beyond the classroom.

To help cover the costs, we ask for a **voluntary contribution of approximately £15.00 per child each term**. We will always ensure we keep costs to a minimum.

Regrettably, if we do not receive sufficient contributions, we may be unable to proceed with planned trips or visits.

Please ensure you **read the information on the back of each trip or visit letter** for full details, including payment instructions and consent requirements.

Cashless School

We operate a **cashless system** using **ParentPay**, a secure system, which allows you to:

- Pay for **school trips and visits**
- Pay for **school dinners**
- Book **tickets for year group performances**

Once your child starts at Dothill Primary School, you will receive a letter containing your **ParentPay login details**, including your **username and password**.

Please ensure you **activate your ParentPay account within one week** of your child starting school to avoid any delays in accessing services.

Letters and Updates

We aim to keep parents and carers as informed as possible about school life and upcoming events.

- Most general letters and updates are sent via **email** to the **family email address** we have on file.
- Occasionally, we may send **paper copies** home with your child.
- **All letters** are also uploaded to the **school website** for easy access.

We also send out a **weekly newsletter**, which is:

- Emailed to parents and carers each **Friday** (or the following **Monday** if delayed).
- Posted on the **school website** each Friday.

It is important that you take the time to read the newsletter each week so that you are fully aware of what is happening in school.

School Website

Our school website — www.dothillprimaryschool.co.uk — is the **first place to check** if you want to find out what's happening at Dothill Primary School.

It contains:

- Key information and policies
- Newsletters and letters home
- Term dates and events
- Class pages and curriculum details

We encourage all parents and carers to visit the website regularly to stay informed and up to date.

School Facebook Page

Our school Facebook page is used as an **additional way to share information and celebrate school life**. It allows us to post reminders, updates, and examples of learning and events, helping parents feel connected to what is happening in school.

Use of Facebook is **optional** and does not replace our official communication systems. All important information will continue to be shared through letters, emails, and direct contact.

The page is **managed by school staff** and monitored carefully. Safeguarding and privacy are always a priority, and any photos or information shared follow parental consent and school policies.

School App

Our school app provides a **user-friendly way to access all key information** from the school website directly on your phone.

To download the app:

1. Visit: <http://AppSchools.ICTDev.co.uk>
2. Once the **App Schools** app has downloaded to your device, open it.

3. Select **Dothill** from the list of schools.
4. Choose the **notifications** you wish to receive—and you're ready to go!

The app is a great way to stay connected and informed about school news, events, and updates.

Information and Parent Meetings

We value strong communication between home and school and offer several opportunities throughout the year for you to meet with your child's teacher and stay informed about their progress.

- You will be invited to attend **consultation meetings** with the class teacher in the **autumn** and **spring** terms.
- In the **summer term**, we hold an **open afternoon** for current parents and carers.

These meetings are an important opportunity to:

- Discuss your child's **progress and achievements**
- Celebrate what they are doing well
- Share any **concerns or important information**
- View your child's work and learning environment

Please look out for details via letters sent home and updates on our **school website**.

Food and Drink

We promote healthy habits throughout the school day and ask for your support with the following areas.

Water Bottles

Water is essential for children's health, concentration, and wellbeing. We encourage all children to drink water regularly throughout the day using their own **individual water bottles**, which are kept in a designated area in each classroom for easy access.

- All children should bring a **suitable plastic water bottle** from home.
- Please ensure the bottle is **clearly named**, filled with **plain water**, and taken home regularly for cleaning.
- If a child runs out of water during the day, they may ask for their bottle to be refilled.

Break-Time Snacks

We encourage children to eat **fresh fruit** at break time.

- Children in **EYFS and Key Stage 1 (Years 1 & 2)** are provided with a **free piece of fruit daily** as part of the government's healthy eating scheme.
- Children in **Key Stage 2** may bring a **piece of fresh fruit** from home.
- Please do **not send any other snacks** into school.
- A **free carton of milk** is also offered to children **at least twice a week**.

Healthy Eating

Our school follows a **Healthy Eating Policy**.

- Please do **not send sweets, chocolates, lollies, cakes**, etc., into school for birthdays, holidays, or other celebrations.

- We also ask that **sweets and chocolates are not included in lunchboxes**.
- For more information, please refer to our **Food in Schools Policy** available on the school website.

Lunchtime

Our school meals are freshly prepared each day in our **on-site kitchen**. The current menu and pricing information can be found on the **school website**.

Sandwich Option

A sandwich lunch is also available. To order:

- Complete the **order form** on the school website.
- Return it to school by **giving at least one week's notice**.
- If you would like the same sandwich option each week, please indicate this on the form—there is no need to submit a new form weekly.

Dietary Needs

- We understand that every child is unique. If your child has specific dietary requirements, please contact us—we are happy to accommodate individual needs wherever possible.

EYFS and Key Stage 1 (Years 1 & 2)

All children in **Early Years Foundation Stage (EYFS)** and **Key Stage 1 (Years 1 & 2)** are entitled to a **free school meal every day**, funded by the government through the Universal Free School Meals scheme.

We strongly encourage all families to take advantage of this opportunity. By opting in:

- Your child can enjoy **nutritious, balanced meals** at no cost to you.
- Mealtimes become a **positive, social experience**, helping children build confidence and try new foods.
- Children are supported in becoming **confident, adventurous eaters**—a key part of their development.
- The school receives **additional funding** based on meal uptake, which benefits all pupils.

Pupil Premium Grant (PPG)/Free School Meals

- If you are in receipt of certain benefits, your child may also be eligible for the **Pupil Premium Grant**—additional funding that supports your child's education. Please read the information on the Telford and Wrekin Website by clicking on this link to see if your child qualifies for PPG: [Telford & Wrekin Council | Free School Meals](#).
- **Key Stage 2 (Years 3–6)**
School meals are **chargeable** for KS2 pupils unless your child qualifies for **Free School Meals**. If you are in receipt of certain benefits, including Universal Credit, your child could get free meals at lunchtime; Please complete the on-line form so this can be checked: [Telford & Wrekin Council | Free School Meals](#). All children are served the same meals, regardless of payment status, and are treated equally at lunchtime.

Even if you do not want your child to receive the meals or they receive universal free school meals and you receive one of the qualifying benefits, it is still important to make an application to Free School Meals as it allows the school to receive extra funding.

Opting Out

- If you do not wish for your child to receive a free school meal (including UIFSMs), please write to the Head Teacher to formally opt out of the scheme.

Payment for Meals

All meals must be **paid for in advance** via **ParentPay** (we do not accept cash or cheques).

- Please allow **24 hours** for payments to reach the kitchen system.
- Children are checked in by name to ensure they receive the correct meal.
- Please ensure your ParentPay account is always **in credit**—you will not receive reminders from school about low balances or arrears.
- We operate a **zero-tolerance policy on meal arrears**. If your account falls into arrears, you must provide a **packed lunch** until the balance is cleared.
- If no lunch is provided and the account is in arrears, your child will be given an **emergency meal** (cheese sandwich, yoghurt, and fruit).

Packed Lunches (KS2 only)

If you prefer to send a packed lunch:

- Please include a **separate drink** (cold, non-fizzy, in a plastic bottle or carton).
- If including a yoghurt or dessert, please provide a **spoon**.
- Avoid using **plastic sandwich bag ties with metal strips**, as these can be hazardous.

Allergy Awareness

Our kitchen does not use any nut products in the preparation of school meals.

However, we cannot guarantee that the school environment is completely nut-free, as foods brought into school from home may contain traces of allergens.

We therefore continue to ask for your support in **avoiding sending nuts into school, including nut-based spreads (e.g. Nutella) and snacks**.

The safety of all children remains our priority. We will continue to manage allergies carefully, follow individual healthcare plans, and remind staff and pupils about good hygiene and safe practices around food.