

Mousehole School – Parent Communication to School

+WHAT	WHY	HOW	WHEN	
How do I report my child's absence	To let school know that they are ill or any other reason	<ul style="list-style-type: none"> Phone call by 8.40am ph: 01736 731427 Answerphone message by 9.00am Email mousehole@tpacademytrust.org Seesaw message the office 	When child is unable to attend school due to illness or any other reason for non-attendance	
Is my child able to take medicine in school?	To continue medication, if necessary, after an illness e.g antibiotics To treat a condition e.g an inhaler for asthma, Epipen for allergy	<ul style="list-style-type: none"> Take the medication to the school office Complete a medical form for any medication whether it is prescribed or over the counter 	When your child returns to school after an illness When you need medication in school to treat a condition	
What do I need to do if my child has an appointment in school time?	To notify school of a medical or dental appointment	<ul style="list-style-type: none"> Ideally an appointment should be made out of school hours if possible Send a copy of the appointment card/notification to the school office via Seesaw so we can add a note to the register and coded appropriately. 	As soon as you are aware of the appointment so that this can be logged on register before the appointment	
How do I request leave of absence for my child/ren?	To notify the school that my child/ren will not be in school	<ul style="list-style-type: none"> You will need to complete a Leave of Absence form from the school office By law, Headteachers are not allowed to authorise absence during term time unless the circumstances are exceptional (please see Attendance Policy on school website) 	<ul style="list-style-type: none"> Wherever possible, a request must be made at least 3 weeks (15 school days) prior to the requested leave of absence. Parents will receive written notification to confirm whether their request has been authorised. 	

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<p>How do I find out about School events?</p> <p>Where will I find the term dates?</p>	<p>To know what events are coming up at school that involve my child/ren</p> <p>To find out term dates</p>	<ul style="list-style-type: none"> The school newsletter alerts parents and pupils to upcoming events and information e.g school trips. This is sent home via Seesaw to parents, in the lobby and on the school website. There is a school Facebook page which shares events/inf. Term dates can be found on the school website and newsletter ***NB These differ from Cornwall Council Term dates*** 	<p>Weekly Newsletter</p> <p>Ad Hoc</p> <p>Annually</p>	
<p>How do I make a Parent Consultation Evening appointment?</p>	<p>To see how my child is progressing at this school</p>	<ul style="list-style-type: none"> You will get a letter invitation to book an appointment Book your preferred time and return to school This is a face-to-face meeting, but we can arrange telephone calls if difficult to attend in person. 	<p>Autumn Term</p> <p>Spring Term</p>	
<p>I'd like to speak to the Class Teacher</p>	<p>To share information</p>	<ul style="list-style-type: none"> If just to pass on a quick message teachers are generally at your child's entrance to school in the morning/after school Otherwise please make an appointment with the school office outlining reason for meeting Message through Seesaw 	<p>Ad Hoc</p>	
<p>I'd like to speak to the Head Teacher</p>	<p>To share information</p>	<ul style="list-style-type: none"> Ask at the school office if the Headteacher is free to meet Email mousehole@tpacademytrust.org Make an appointment via with the school office outlining reason for meeting 	<p>Ad Hoc</p>	
<p>I'd like to speak to the SENDCO</p>	<p>To discuss my child's SEN needs</p>	<ul style="list-style-type: none"> Our SENDCO is Mrs Trow. Please make an appointment at the school office 	<p>Ad Hoc</p>	
<p>How can my child access Breakfast Club or 325 Club?</p>	<p>To attend breakfast club</p> <p>To attend 325 club</p>	<ul style="list-style-type: none"> There is no need to pre-book Please book 325 Club via the office- call/Seesaw or email 	<p>8.00am – 8.30am Monday to Friday 3.15-4.15pm Monday to Friday Can be extended to 5pm if required- need prior notice to ensure staffing is available</p>	
<p>How does my child join After School Clubs?</p>	<p>To enjoy extra-curricular activities</p>	<ul style="list-style-type: none"> Parents sign up child via letter/Seesaw at a cost of £20 a term 	<p>3.15pm – 4.15pm Weekly Monday to Thursday</p>	