

Gayton Primary School - Office Information for New Pupils

Pupil Data

In this information pack you will find your child's Data Sheet, this is the information that we hold in SIMS. Please could you add/amend any details as necessary and return it to the school office. It is essential that we have up to date contact details in case we need to contact you during the school day.

E-Schools - Website

This incorporates our website and learning platform, you will find all letters and emails stored here. There is also an App option. We can provide you with your login details in September so that you will be able to keep up to date with any information sent out.

School Lunches

Your child is entitled to a free school meal until they reach Y3. Their teacher will ask the class each morning if they would like a hot dinner so that we can provide numbers to the Cook.

Parent Pay (www.parentpay.com)

We are a cashless school which means that all payments for trips etc should be made online through Parent Pay. Sarah will send you an activation code in September to enable you to register an account with Parent Pay.

Communication

Most of our letters will be sent to you by email, and we are happy to receive emails from you, we will also forward your emails to your child's teacher if necessary.

Medical appointments during the school day

All appointments should be made outside of school time. However, we do appreciate that there are occasions when this is just not possible. Therefore, if your child is attending a medical appointment, it is vital that you provide the school office with 24 hours advanced warning of this by emailing:

schooloffice@gayton.wirral.sch.uk.

Please attach evidence/confirmation of the medical appointment.

By providing the advanced notice, it enables us schedule the appointment in our office diary and inform your child's teacher to expect the early pick-up, minimizing any disruption to teaching and learning.

We look forward to seeing you in September!

Anita Gore & Sarah Longworth