



### **How do I contact school?**

When telephoning school, your call will be taken by a member of the Administration Team. Please try to give as much information as possible in order that they may direct your call to the most appropriate person. They may be able to help you without the need to pass you on to another member of staff. All calls are treated with confidentiality.

Staff email addresses can be found on the website at [www.calday.co.uk/contactstaff](http://www.calday.co.uk/contactstaff)

### **What if my child is ill?**

If your child is ill and cannot attend school, parents are asked to inform the school as soon as possible on the first day of absence and no later than 09:00. This should be done via the dedicated 'Absence Line' by dialling 0151 625 2727 and selecting Option 1, further instructions will follow. We may contact parents of a student who is absent without our knowledge.

### **My child has a medical appointment.**

If you have advance notice of an absence, e.g. a medical or dental appointment, please ensure the Form Tutor is informed in writing. We will produce an absence pass and mark the register accordingly. Students must sign in and out of school when attending appointments. It is also important that if a student is late to school that they sign in.

### **What does my child do if he/she is ill or has an accident in school?**

Students should report to the First Aid bay where trained first aid staff look after your child. They will arrange to contact home if necessary, students should not phone home when unwell.

### **What if my child forgets to bring something to school?**

Please only deliver things for your child at school that are genuinely urgent; forgotten homework, PE kit, etc. are non-urgent and students will learn from the consequences of their poor organisation and planning. In urgent circumstances, we can hold items brought in but it is the responsibility of the student to collect any delivered items promptly from the Administration Office. Support staff will only deliver items directly to students in the case of an urgent medical or student well-being concern.

### **What's for lunch?**

Food is served in CAFÉ@CALDAY in the main dining hall, and the SNACKSHACK in the Sixth Form Common Room at break and at lunchtime. There is a wide choice of food including a vegetarian option, plenty of healthy foods and drinks vending machines. Water fountains are located in the Dining Hall and Sixth Form Common Room. To see what's on the menu please visit [www.calday.co.uk/cafeatcalday](http://www.calday.co.uk/cafeatcalday)

### **Can my child bring their phone?**

Yes. Mobile telephones must be switched off during lessons, unless their use is requested by teachers for research, etc. Mobile devices should be insured as the school is unable to accept any responsibility for loss or damage.



### **Are students able to access the internet?**

Students have excellent internet access. We regard this as an important resource and are determined that our students can access the vast amount of educational information and data that is available. We are also well aware of the dangers and do all we reasonably can to protect our students. We use an Internet provider with the most modern software to filter out inappropriate sites. We keep logs of all Internet access and these records are reviewed each day. We understand that students like to use the internet for recreation and permit this usage during lunchtimes and after school. In order to protect our network against viruses we insist that students do not download any files without our express permission.

### **My child has lost their locker key.**

If you have purchased the use of a locker for your child, we issue two keys, please ensure one is left at home. A master key is kept by the Administration Office which can be used only in an emergency. Replacement keys are £5 and can be purchased via Scopay.

### **How do you deal with lost property?**

All clothing and property must clearly marked with the student's name. If named property is mislaid we can return to the student. Lost property is held in the Administration Office and can normally be retrieved at break or lunch time. However, unnamed property can only be held for a limited period of time and is passed to charity at the end of each term.

### **Is there a school newsletter?**

The school newsletter is emailed to parents each Friday. You can also keep up with news at Calday on our website [www.calday.co.uk](http://www.calday.co.uk) or follow us on Facebook and Twitter.

### **Where can I drop my child off?**

If you are bringing/collecting your child to/from school please arrange a drop off/pick up point some distance from the school. Grammar School Lane will be congested and Column Road can be dangerous. Please ensure you do not park on Column Road where school buses receive children.

Students should not be picked up or dropped off on the yellow zig zag lines outside school. Where there is an upright sign there is a mandatory prohibition of stopping during the times shown. These markings are provided to ensure that children can see and be seen clearly when crossing the road.

Car parks are for the use of staff and school visitors only during the school day when a permit is required. Students may not use the school car parks and they are asked to show consideration to our neighbours and other motorists when parking.

### **What if my child misses the bus home?**

If your child misses their bus home they should report to the Administration Office. We will ensure that contact is made with parents. You may find the Travel Information section of the school website useful at [www.calday.co.uk/travel](http://www.calday.co.uk/travel)