

Frequently Asked Questions for returning to School

What do I do if my child has not got all the correct uniform for the first day of school?

Uniform can be ordered from Price & Buckland Uniform suppliers. [UK's Leading School Uniform Supplier - Price & Buckland \(price-buckland.co.uk\)](http://uk's Leading School Uniform Supplier - Price & Buckland (price-buckland.co.uk)) You will need to contact the school office@roundhill.bepschools.org to let us know what uniform your child does not have and the reason for this. The Head of Year may contact you to discuss this.

Can my child come to school on their bike/scooter?

Bikes and scooters can be kept in the bike sheds during the day. Students should dismount when they get to the school site. Bikes/scooters are left at the owners risk and the school cannot take responsibility for any loss or damage to them. Students should ensure that they have an appropriate lock.

How does my child purchase food from the canteen?

New Year 7 students will need to bring a packed lunch until Monday 2nd September when they will be issued their cashless card. The cards will be issued once we have the photographs of each student and the cards have been produced. The school photographer will be in school on Friday 30th August.

Once your child has a cashless card you will need to add credit onto your child's account. You can do this by going into the Arbor Parent Portal (login details will be sent home to New Year 7 parents once we have enrolled all students onto our system on 29th August). We will send you details of how to top up your child's account separately.

Students must have sufficient credit on their account to cover the cost of the food and drink they wish to purchase. We do allow a very small buffer of £3.00 for emergency situations, this can be removed if you do not wish your child to have the £3.00 overdraft.

Students entitled to Free School Meals will have their account topped up with £3.00 each day. Students will not be allowed to go over their allowance unless you have added additional funds to their account.

Please note funds that are added through Arbor do not show on your child's account at the tills immediately, please ensure that you allow sufficient time for the funds to go through. Where possible please top up over the weekend or the night before.

What equipment does my child need for the first day and every school day?

Every school day your child will need to bring a school bag, a reading book, a black pen and a purple pen, pencil, ruler, and calculator. They will also need a packed lunch or their cashless card if they have one already and wish to purchase food/drink from the canteen. New students will be issued with a card during the first few days of the new term.

All students should bring a refillable water bottle with them every day. Students are allowed to refill their water bottles at the water fountains during break times.

What do we do if my child can't find their cashless catering card?

Replacement cards can be requested from the Finance Team by emailing finance@roundhill.bepschools.org. Replacement cards cost £2 and will be deducted from your child's account, please encourage your child to keep their card somewhere safe. Cards should be collected from Reception.

Students must have their cashless card with them to purchase food/drink from the canteen. Any students who do not have their card and have no other means of food/drink will be asked to wait at the end of the lunch queue so that they do not slow the others down who have their cards ready to purchase food.

What do I do if my child needs to take medication in school?

You will need to complete the Permission to Administer Medication Form to give your permission for us to administer medication to your child in school. We have attached a copy of the form to this email. Medication can only be administered once you have completed the form and returned it to school, either with the medication or by emailing this to office@roundhill.bepschools.org. The medication needs to be handed to Reception for the attention of our Medical Coordinator. It must be in the original packaging, clearly labelled with your child's name and the dosage required. Parents/Carers are responsible for ensuring that we have an in date supply of medication at all times.

If your child takes emergency medication such as Epipen/Inhaler/Diabetes or requires a controlled drug for ADHD or has medication that requires staff to receive specialised training for it to be administered, our Medical Coordinator should have contacted you already. If you have not discussed this medication with our Medical Coordinator already please contact us immediately by emailing us at office@roundhill.bepschools.org. This will allow us to put arrangements in place ready for your child coming into school.

What do I do if my child has mobility issues ie: cast/crutches/brace/boot etc?

To ensure that we can support your child to safely move around the school and to evacuate safely in the event of an emergency, we need to risk assess your child before they come into school. You will need to contact us in advance of your child coming into school so that we can discuss the details. We will then put a risk assessment in place and in some cases a Personal Emergency Evacuation Plan (PEEP), this will be personalised for your child and their needs. Please ensure that you contact us to arrange either a face to face meeting or a telephone meeting ahead of your child returning to school. Either call the school or email us office@roundhill.bepschools.org