

**ABSENCE****Illness**

If your child is absent from school you should telephone the school office on the first day. When he/she returns to school, a written explanation about the nature of the illness must be provided so that school records can be kept up-to-date. All medical and dentist appointments should be made outside school hours unless unavoidable.

**Holidays**

The Board of Governors states that annual holiday should not be taken during term time although, at the discretion of the headteacher, pupils may take up to two weeks off school. If possible, this should be avoided as it is important that children do not miss out on their education (see page 9 regarding examinations).

**SCHOOL UNIFORM**

It is not compulsory for children to wear school uniform although it is strongly encouraged so that the children feel part of the school community.

**Boys**

Boys should wear blue shirts (long or short sleeved) with grey trousers and the school jumper. They should wear the blue and grey striped school ties at all times.

**Girls**

Girls should wear grey pinafores with white blouses and the school jumper.

**Footwear and accessories**

All children should wear black school shoes. At no time must they wear trainers. Girls may wear studs which must be removed for PE.

The school operates a 'budget shop' once a term so that parents may purchase second-hand clothing.

**EXTRA-CURRICULAR ACTIVITIES**

There is a wide range of clubs for all children, according to their age. Reception Year children may attend football, ballet and/or swimming. Year 2-7 children may also attend the following clubs: archery, short-tennis, French and homework. Participation in clubs is strongly encouraged.



**i** Before you start this worksheet, make sure you have the Portham school prospectus printed out. You will need to **skim** read this to answer the following questions.

1. Is the prospectus aimed at the children or the parents?
2. Would you use this text to:
  - a. find directions to the school?
  - b. find out what time the school opens?
  - c. find out about school uniform?
3. As well as illness, which issue does the 'Absence' section deal with?
4. Does the text give details of the curriculum?
5. True or false? You can find out about school clubs from this text.
6. True or false? This text tells parents about the issues of bullying.
7. Does the prospectus give parents information about school examinations?
8. Does this text tell parents how to purchase second-hand uniform?
9. Does this text tell you about school lunches?
10. True or false? This text gives you the telephone number to call if your child is ill.