

How we brief our helper for the school week.

Fill this in together, keep it somewhere easy to see, and update it each term.

WEEKLY SCHOOL RHYTHM

Day	Drop-off and pick-up	Uniform or PE	Clubs	Things to bring
Mon				
Tue				
Wed				
Thu				
Fri				

Note early finish days, library days and anything that changes week to week.

WHO CAN COLLECT

Name and relation _____

Name and relation _____

Name and relation _____

Password or ID needed _____

The school needs collection permissions in writing.

KEY CONTACTS

School office _____

School nurse _____

Class teacher _____

Parent 1 _____

Parent 2 _____

Back-up adult _____

ALLERGIES AND MEDICAL NOTES

Allergies _____

Where medicines are kept _____

Medicines and doses _____

Doctor or clinic _____

If a child is unwell at school _____

HANDLING SCHOOL CHANGES AND LAST-MINUTE NOTES

Who tells you about changes, and how _____

If school closes early or a club is cancelled _____

Where notes and letters from school go _____

If a message or letter arrives, take a photo and send it to us straight away.

This term, after school, and keeping us posted.

THIS TERM CHECKLIST

What	Date	What to do or bring	Done
Term starts and ends			
Half term or holidays			
School events			
Costume or dress-up day			
Bake or cake sale day			
Trips			
Forms to sign or return			
Money or payments due			

AFTER-SCHOOL ROUTINE

Snack _____

Screen time _____

Play or outdoors _____

Dinner time _____

Bath and bed _____

HOMEWORK

When _____

Where _____

Reading each day _____

How much help _____

Bag packed for _____

WHAT TO TELL US AND WHEN

Straight away

- ☐ Injury, illness or a call from school
- ☐ Late pick-up or a missed collection
- ☐ Any change to who is collecting

Same day

- ☐ Notes, letters or forms in the bag
- ☐ Something needed for tomorrow
- ☐ A worry or a hard day

End of week

- ☐ Supplies running low
- ☐ Uniform that needs replacing
- ☐ Dates coming up next week