



PUPIL SERVICES CENTRE

Our Pupil Service Centre provides a base where students can find answers to most of their day to day questions about life in school. It is staffed throughout the school day by Ms J Gray, Pupil Services Manager.

The following services are provided by this centre:

Attendance:

If your son/daughter is going to be absent please ring the direct line 01843 836366 and leave a message. Students needing to sign out in the course of the day or arriving late also go to Pupil Services for the necessary documentation. Parents with queries about attendance should also contact the Pupil Services Centre in the first instance.

School Organisation:

From time to time students may need bus passes, free school forms, copies of the school calendar, holiday forms, newsletters, information about lunchtime passes or an additional copy of their timetable. These can be obtained from the Pupil Services Centre.

Student Welfare:

Pupil Services also houses the First Aid facilities. School procedures require that parents of any students requiring medication should deposit it with the Pupil Services Manager, where it will be stored securely and administered as required. Students should not carry any medicines around the school.

Any students taken ill during the day will be taken to the Pupil Services Centre, and parents will be contacted. It is vital that we have all up to date contact numbers for all parents/carers of our students. Further details of the school's first aid procedures are available upon request.

Other Services in the Centre:

- The school counsellor is available on a regular basis via the centre. Appointments are arranged by Ms Gray.
- Ms Gray is available throughout the day if parents require help or guidance on any aspect (home or school) concerning students which may affect their schooling. Also available from Ms Gray is a range of second hand school uniform – details on request.
- Rewards – When students have achieved merit landmarks they may attend Pupil Services at break or lunchtime to exchange their merits for a choice of rewards.
- Lost property.

USEFUL TELEPHONE NUMBERS:

King Ethelbert School:	01843 831999
Pupil Services Centre:	01843 836366
KCC Education Office	01622 696565 – information regarding Free School Meals, Transport and Admissions.