

UPHAM SCHOOL BASICS



SCHOOL HOURS

8:30 a.m. – 3:06 p.m.

ARRIVAL

With the exception of students who arrive by bus, children should not arrive at school before 8:25 a.m., as adult supervision is not available prior to that time.

SAFE ARRIVAL PROGRAM

Parents are requested to call the Upham School Office at 781-446-6285 between 8:00 and 8:45 a.m. if a child will be late or absent that day. If an absence has not been reported, the school secretary will call home to verify that the child is indeed home. When reporting tardiness, please indicate whether or not your child intends to buy hot or cold lunch, as lunch counts must be known by 8:45 a.m.

TARDY

If a child is tardy they must go to the office first to check in. The secretary will provide the student with a tardy pass to be given to their teacher.

LUNCH/Recess

Children may purchase an option of lunches. Everyday there is a hot lunch, a deli sandwich, a bagel/yogurt, a salad, sun butter and jelly sandwich or just milk. Free or reduced priced lunches are available for families who qualify. Applications are distributed at the beginning of the year, but may be requested at any time. The monthly lunch menu is on the Upham website. Lunch/Recess for grades 2 and 3 is from 11:20-11:55, lunch for grades K and 1 is from 11:55-12:30 and lunch for grades 4 and 5 is from 12:30-1:05.

DISMISSAL

Dismissal time is at 3:06 p.m. Monday, Tuesday, Thursday and Friday. Every Wednesday is a half-day and dismissal is at 12:00 p.m. Any and all changes in dismissal plans must be in writing (see the enclosed blue notepad). If your child is being dismissed early, you need to report to the office to sign your child out and the school secretary will call her/him down from their class.

SAFETY AND SECURITY

Once school begins all doors are locked at 8:30 a.m. Parents and visitors are asked to sign in at the office. Messages for students, lunches, homework, etc., should be left at the office to minimize disruption to the classroom. All items will be delivered to the classroom by school staff.

TRAFFIC AND PARKING

We have worked together as a community to develop procedures, which will ensure a safe and efficient arrival and departure for all members of the Upham community. Please review these procedures, which have been included in the packet.

HOME-SCHOOL COMMUNICATIONS

We highly value the importance of building a strong home/school partnership. Written notes, e-mail, voice mail, and individual conferences are all utilized to maintain effective communication. Please note that parents are asked not to stop by unannounced at arrival or dismissal as these are very busy times when all staff are engaged in ensuring a safe arrival and departure for all students and families.

PROGRESS REPORTS/CONFERENCES

Progress reports are issued at the end of January and last day of school in June. Individual parent conferences are scheduled in November and March.

CONTACT INFORMATION

781-446-6285

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Jeff Dees, Principal
Robin Boucher, Secretary
Ann Warmington, School Nurse
Rebecca Hoitash, School Psychologist

Wellesley Public School Website: www.wellesley.k12.ma.us