

UPHAM SCHOOL BASICS

2022/2023



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 to report all absences before 9:00 a.m. by using the Absences Reporting Form that is on the Upham website home page. If an absence has not been reported, the school secretary will call home to verify that the child is indeed home.

TARDY

If a student will be tardy, please call the Upham School Office at 781-446-6285 between 8:00 and 8:30 a.m.. When reporting tardiness, please indicate whether or not your child intends to buy lunch, as lunch counts must be known by 8:45 a.m. When 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. The monthly lunch menu is on the Upham website. 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. You must set up an account for each child. This can be done by going to WPS Website>Student & families>Lunch Payment.

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.

RECESS

Students go outdoors **every day** except in inclement weather. Please make sure your child is dressed appropriately for the weather.

CONTACT INFORMATION

781-446-6285

Jeff Dees, Principal deesj@wellesleyps.org

Robin Boucher, Secretary boucherr@wellesleyps.org

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Wellesley Public School Website: www.wellesleyps.org