



Information booklet for 2023-2024

Dear parents and carers,

We hope you have all had a lovely summer break.

We're looking forward to welcoming the children back to school on Wednesday and all staff are busy putting plans into place for their return.

Please read the information below for some important information and updates.

Term Dates 2023-2024

Please note there will be an additional INSET day that is yet to be arranged and we may be requested by the council to close the school for use in the event of a general or local election – these will be communicated with you as soon as possible.

Autumn Term 2023

Term Starts: Monday 4 September 2023

Half Term: Monday 30 October 2023 to Friday 3 November 2023

Term Ends: Friday 22 December 2023

School closed to children 4th and 5th September for INSET days

School closed to children 13th November for an INSET day

Spring Term 2024

Term Starts: Monday 8 January 2024

Half Term: Monday 12 February 2024 to Friday 16 February 2024

Term Ends: Friday 22 March 2024

School closed to children 8th January for an INSET day

Summer Term 2024

Term Starts: Monday 8 April 2024

Half Term: Monday 27 May 2024 to Friday 31 May 2024

Term Ends: Monday 22 July 2024

School Uniform

Royal blue school jumper or cardigan (with or without the school logo)

White shirt or white school polo shirt

Grey or black trousers or skirt

White, grey or black socks or tights

Black footwear (sensible school shoes in black only – no heels, strappy sandals or flip-flops)

PE Uniform

House coloured PE t-shirt

Blue PE shorts

Pumps or trainers

PE uniform will need to be brought to school in a bag – please make sure that all of your child’s uniform and PE kit is clearly labelled.

Children should bring their PE kit into school on the day of their PE lessons and wear normal school uniform to and from school.

Jewellery

A watch and simple stud earrings are permitted, however smart watches are not allowed. It is advisable, however, that they are left at home on PE and swimming days. If they are not left at home, they are the children’s responsibility and watches must be removed for PE.

The School Day

	Door opens	School start time / door closes	Collection time
Nursery AM	8.30am	8.35am	11.30am
Nursery Full Time	8.30am	8.35am	3.30pm
Nursery PM	12.30pm	12.35pm	3.30pm
Reception	8.40am	8.45am/8.50am	3.10pm
Years 1 and 2	8.40am	8.45am/8.50am	3.15pm
Years 3, 4, 5 and 6	8.40am	8.45am/8.50am	3.20pm

- ❖ Children must enter the school via their specific class door
- ❖ Children must be collected from school by a parent or known adult, at least 16 years old
- ❖ Children in year 6 can walk home alone if a parent provides written permission
- ❖ If the person that normally collects a child is not able to on a particular day, it is important that the School Office is informed as soon as possible. We will not hand over children without consent.
- ❖

Absences/Lateness/Illness

All absences **MUST** be reported on the day to the school office before 9.15 am.

Please use the Scholarpack App to report any absences, or call the school office and follow the prompts. It is important that you contact the school if your child is absent.

Children arriving after 8.50am must be brought into the school office by parents to sign in on the school entry system, giving the reason for lateness. The office will follow up all absences.

Holidays and Attendance

Holidays during term time will not be authorised.

If you choose to take your child out of school for holidays, or days out, these will be marked in the register as 'unauthorised absence' and will affect your child's attendance record.

Children are expected in school every day and children that fall below the expected minimum attendance will be monitored by the school's Designated Attendance Lead. If a child misses more than 19 days of school throughout the year, they are considered to be 'not in full time education' and 'persistently absent' and are referred to outside agencies which may result in court action and a fixed penalty fine for non-attendance.

Prior to attendance reaching this point, parents will be called into school for a meeting with the pastoral manager to offer support and advice to achieve improved attendance.

Should you wish to apply for a leave of absence in exceptional circumstances, please complete a Leave of Absence request form which can be obtained from the School Office.

Leaving school during the day

Routine medical appointments should be made outside of school hours.

Should it be necessary to take your child out of school for an emergency or non-routine medical appointment, the appointment letter/card must be brought to the School Office for photocopying.

All children will need to be collected by a known adult from the main entrance and signed out/in on the signing in system.

Emergency contacts

Please keep us informed of any change of address, telephone number (especially mobile), email address, place of work, or contact person. It is vital that we have a minimum of two adult emergency contacts for your child. If your child has an accident or is ill during the school day, we will contact a parent or carer by telephone during school time. Please indicate the priority of order for contact to the school office.

Children without two emergency contacts may not be allowed to take part in all school activities due to the risk of not being able to contact parents in the case of a medical emergency where parental permission is needed for medical intervention.

You can update your contact details via the Scholarpack App.

Early Breakfast Club / Breakfast Club

Early breakfast club is charged at £3.50 per day per child – this provision starts at 7.30am
Normal breakfast club is charged at 45p per day per child – this provision starts at 8am

Places for both early and normal breakfast club must be paid for and booked in advance on Scopay.

All children booked into breakfast club will be offered a delicious and healthy breakfast.

Due to later settling in times for children in Nursery and Reception, you will be unable to book your child in to breakfast club on their first day.
You will however be able to book them in for any subsequent days.

School Dinners

Unfortunately, after many years of keeping our prices as low as possible, we have to increase the cost of school meals so that they are in-line with the rest of the city.

Nursery meals are now £2.10 per day

Junior meals are now £2.50 per day

All children in Reception, Year 1 and Year 2 receive Universal Infant Free School Meals.

Children moving into year 3 will now be charged for school meals if they are not eligible for benefits-based Free School Meals – you will receive an additional text message from the school today if your child is not currently eligible.

If you receive a message to say your child is not eligible and you believe they should be, you can complete this form to check and apply:

<https://apply.cloudforedu.org.uk/ofsm/birmingham>

Snack

Children in Nursery, Reception and KS1 will receive government funded free fruit for their snack.

Children in KS2 can bring in their own fruit (banana, apple, orange, pear) or you can book and pay on Scopay for your child to receive a piece of fruit from school.

If you want your child to receive a piece of fruit from school, please ensure they have sufficient credit on their account and that you book it in – it is 25p per day.

To do this, you will need to log into Scopay and select **'balances'** and then **'junior snack'**. After this, select **'top up balance'** to the amount you require, go to your basket and make the payment.

Once you have made the payment, go back to **'balances'**, select **'junior snack'** and then **'calendar'**.

Once you are in the calendar, you will need to select which days your child would like to receive snack. You can copy this weekly, rather than doing each day individually.

Please note that if you do not follow these steps and make the booking for snack, your child's name will not appear on the list and may therefore not receive their snack.

After School Club

If you book your child into After School Club, they will be collected from class at the end of their day and are taken to the community room, where they need to be collected by parents, no later than 6pm.

During After School Club, children can take part in a variety of games, crafts and fun activities, and also receive a delicious and nutritious 2 course hot meal, all included in the price.

From Wednesday 6th September, the price of after school club will be increasing to £9.00 per session.

Please ensure that all sessions for After School Club are paid for and booked in advance on Scopay by 2pm.

Paid Services

Please note that as a school, we are not allowed to have debts on our system, therefore all services that you require, e.g. sport or music clubs, breakfast club, after school club, nursery top-up, dinner money, snack etc must be paid for in full and in advance.

Please be aware that if you have debts on your account, access to paid provisions may be limited or prohibited.

In addition to this, if you then wish to pay for a fun trip or residential trip, this money will be allocated to clear any existing debts that you have and your child will not be able to attend the trip until the debts have been cleared and additional payments have been made to cover the cost of the debts and the trip you would like your child to attend.

If any of this information appears unclear or if you have any queries you would like to discuss, please speak to a member of the office staff.