



**Information for
New Parents
2022-23**



Headteacher: **Mrs N Peters**

Dear Parents

We are delighted that your child has been offered a place at St Teresa's Catholic Academy and hope to work closely with you to ensure that they have a happy and successful time at our school.

As a Catholic community, adjacent to our parish church, we place an emphasis on working together and developing a positive relationship with all our families. We encourage you to participate fully in the life of our school and parish.

The relationship between the school and you, as parents, has a significant impact on your child's happiness and development. We will always do our utmost to facilitate this relationship. We ask that you engage with us, let us know when you have concerns and work with us to maximise your child's potential.

We hope the information in the prospectus, together with this document, provides all the detail you need to maximise your child's school career with us.

We look forward to your family joining our community.

Best wishes,

Mrs Nikki Peters
Headteacher



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CATHOLIC ETHOS

One of the greatest gifts you can give your child is faith. We work in partnership with you to develop this further as the children progress through the school.

Prayer in School

We pray together at the beginning of the day, before lunch and at the end of the day. It is an integral part of school life and the children learn a number of short prayers which you may hear.

Prayer at Home

Ideally a couple of minutes of quiet time should be set aside for prayer. Bedtime is an ideal time as it is quiet and calm. Every Thursday, the children are responsible for helping teaching staff lead their class worship for that day. Each week a different child will be nominated as Prayer Leader, they will be given the class Prayer book to take home with them and with the help of their parents / guardians they will write a prayer to share with their class. This is a lovely time to come together as a family and discuss the things that are worrying you or those things that you are grateful for. The Prayer book also includes a guide to help you.

Your child will then open the Thursday worship by sharing their prayer with the class.

Prayer Partners

Older and younger children in the main school are paired in prayer partners. The children come together in Liturgies and for other activities.

Class Liturgies

As a Junior the children take an active part in leading class worships giving them a great opportunity to celebrate and share their knowledge of our faith with their peers.

First Holy Communion

This usually takes place in Year 4. The programme is led by Corpus Christi Church.

Mass

We aim to celebrate all Feast day Masses in church and invite parents to join us. The children sit in their classes with the school staff. As they progress through the school, there are many opportunities for the children to take an active role in the Mass.

Parents of Pre-school children are welcome to collect their child and escort them to Mass on these occasions.

Where possible, we begin and end each term with a Mass.

Regular attendance at Mass on Sunday will convey the importance you place in your family's relationship with God and the parish community.

SCHOOL DAY

Timings

Main School		
08:55 – 12:15		Morning Lessons
10:45 - 11:00		Break Time
11:45 – 12:50	Reception	Lunch Time
12:00 – 13:00	Year 1 and 2	Lunch Time
12:15 – 13:10	Year 3, 4, 5 and 6	Lunch Time
13:10 – 15:10	15:15	Afternoon Lessons

At the beginning of the school day, parents are able to drop their children at either of our gates. Both gates open at 8.40am. Foundation children are able to arrive using the main school gates or can come through the Pre-School gate to the right hand side of the school where they can hand their child over directly to a member of the Foundation Unit. A member of staff is always on duty at the gate and is able to take messages and correspondence from you. Teachers are also on duty in the playground to supervise children until the bell is rung at **8.50am**. All gates close **promptly** at this time.

Please ensure that children are punctual and, if for any reason your child is late, please make sure that they go straight to the school office to be registered.

At the end of the school day, the gates are opened at 3.00pm. Please collect your child **promptly** at **3.15pm**. We do appreciate that there are exceptional circumstances where you may be delayed: please ring the office should this be the case. It can be upsetting for a child if they cannot find you in the playground.

Once the pupils have been dismissed at the end of school, they are unable to re-enter to collect any items which have been forgotten.

Foundation Stage and Key Stage 1 children stay with their teacher until they can be handed over to you; please make sure you can be seen clearly by the teacher. We appreciate at the beginning of the academic year this can take some time; we ask that you bear with us as it is important to make sure the children are safe.

If you have arranged for someone else to collect your child or are delayed for any reason, please contact the school office.

TERM DATES 2022/23

Autumn Term 2022

Tuesday 6 September – Tuesday 20 December

Half Term: Thursday 20 October - Friday 28 October

* Please note Inset Days on Friday 2 and Monday 5 September

* Please not inset Day on Thursday 20 and Friday 21 October

Spring Term 2023

Wednesday 4 January – Friday 31 March

Half term: Monday 13 February - Friday 17 February

Summer Term 2023

Monday 17 April – Thursday 20 July

Half Term: Monday 29 May – Friday 2 June

* Please note Inset Day on Friday 28 April

* Please note Inset Day on Friday 23 June

* Please note Inset Day on Friday 21 July

Staff Training Days (school closed)

Friday 2 September

Monday 5 September

Thursday 20 October

Friday 21 October

Friday 28 April

Friday 23 June

Friday 21 July

Bank Holiday

Monday 1 May

Monday 29 May (During Summer Term Half Term)

UNIFORM & STANDARDS

Winter uniform is worn in the Autumn and Spring terms. Summer uniform can be worn during the summer term and up to the end of September.

A uniform list is enclosed and items with logos can be ordered from the School Office. Please note Lycra trousers are not uniform.

Please ensure that all items of uniform are clearly labelled.

It is important that your child can dress and undress themselves for PE. Your child's teacher will notify you which days PE will take place.

Your child will bring home a slip if they are wearing an incorrect uniform item.

The Headteacher reserves the right to say when clothing, hairstyle, jewellery or make-up is not suitable.

Footwear

If your child cannot yet tie laces, please ensure they have slip on or Velcro fastening shoes.

Hair

Shoulder length hair should be tied back with a plain navy, red or black hair tie. Plain headbands or hair clips in navy, red or black are acceptable. Blue and white gingham hair accessories are only to be worn with summer dresses. (Colour and beads are not appropriate). Hair should not be shaved or dyed. No hair gel is permitted.

Long hair needs to be tied back for school. Fashions in hair styles come and go and extreme or out of the ordinary hair styles draw attention to the pupil and often cause problems.

Please do not have the boys hair cut too short or with logos cut into the hair. If it is felt the haircut is inappropriate for school, you will be contacted and asked to collect your child, take them home and address the issue.

The Headteacher reserves the right to say when clothing, hairstyle, jewellery or make-up is not suitable.

Piercings

If your child has their ears pierced during the summer holidays, please ensure that this is done at the beginning of the break so that when they return to school they can easily remove the earrings themselves for PE. Children can only wear a pair of small matching gold or silver studs for school (one in each ear). No bracelets or other jewellery is allowed. A simple, plain analogue watch with a dark coloured strap may be worn. Fitbits are not permitted.

Summer Dresses

Summer dresses must be navy (not light blue) checked.

Tracksuit

The tracksuit is a compulsory uniform item across all year groups, enabling children to participate comfortably in outdoor PE throughout the year.

GENERAL SCHOOL INFORMATION

Office Hours

For general enquiries the office will be open every day between 08:30 and 09:30 and again between 14:45 and 15:45; we would like to encourage parents to visit during these times.

Outside of these times please follow the procedures below:

- Written communication can be posted in the post box outside the front entrance.
- If you are collecting your child for an appointment or if they are unwell, please ring the intercom located by the front office door.

Please remember any correspondence can also be sent either via book bags or delivered to the member of staff on the gate.

Absences & Lateness

There is legislation concerning absenteeism and lateness which places responsibility on parents to ensure children both attend school and arrive on time.

If your child needs to be absent, a request must be made by completing a Leave of Absence form in advance available from the school office or on the school website. This should also be used for external examinations and sports activities outside of school.

Requests for holiday during term time will not be authorised unless they are exceptional. If you believe that the circumstances are exceptional, you will need to make an appointment with Mrs Peters to discuss your request.

Absence due to illness

Ideally all children should be in school at all times, if your child has a cough, cold or minor ailment, please send them in.

On the first day of a child's absence parents should inform the school by telephone personally by 9.00 am. Please leave a message on the school absence line. If we have not heard from you by 9.30am we will chase for a reason for your child's absence.

Late Arrival

If a child arrives late, the parent must sign their child in so we know the child is in school.

Children should not enter the school office unaccompanied.

Unauthorised absences and lateness are followed up with parents by the Educational Welfare Officer during a termly visit.

Medical Appointments

Medical, dental or other appointments should be made out of school hours if at all possible. However, if they are unavoidable, please complete an absence form in advance. No child will be allowed to leave the premises during school hours without your written consent.

Fortnightly Newsletter

This is our main form of communication and is sent out via Parentpay. We urge you to take responsibility for reading every other week as it contains key information as well as celebrating the children's achievements. A copy is always available on the website.

Arbor App

All our information about your child is held on our school system, Arbor. Parents will be given a log in for this system which will allow you to update any changes such as address and phone numbers. You will also be asked to give your permission for various activities. Please ensure that you keep your details regularly updated in case we have to contact you during the school day.

We will set your account up with just one parent, please ensure you add any other contacts who you wish us to have on file who may be contacted during the school day should you be unavailable.

We also hold information regarding children's allergies. Please ensure that you complete this information prior to your child starting and that any medication is brought into school with the relevant form available from our website [here](#).

Post Box

If you have any letters, payments or correspondence, please put them in the secure post box at the front entrance of the school. This box is emptied daily.

Complaints or Concerns Procedure

We work hard to ensure we meet our parents' and children's needs. However, there will be times when a parent feels that a legitimate complaint can be made. In the first instance, the class teacher should be approached, where every attempt will be made to resolve any difficulties. If the concern is not addressed sufficiently, this will then be referred to the Key Stage Leader, Assistant Headteachers and then the Headteacher.

However, if you remain unhappy there is a formal complaints procedure, which is available from the Clerk to the Governors.

Information Sheets

An information sheet for each main school class is shared via the class page on the school website giving curriculum information about your child's learning. This is updated each term.

Parentpay

In addition to our fortnightly newsletter, which is circulated by Parentpay (an electronic mailing facility), we also use email as the primary way of sending all school correspondence. We also use this system to book and pay for your child's lunch. Once your child has started you will be sent the login details to be able to set the system up.

Parents' Evenings

We hold parents' evenings during the Autumn and Spring terms. We have an online booking system accessed through the school website to allow you to book your preferred appointment time.

The appointments provide an opportunity for you to discuss their progress to date and the targets they are working on with the class teacher. Ideally, you need to arrive ten minutes prior to the appointment time to locate your child's books, which are laid out in the classrooms.

We ring a bell to indicate the end of each ten minute appointment and request that should you need additional time, a further meeting is arranged for a mutually convenient time. Please respect those people who are next in line and finish your appointment promptly when the bell rings.

Mrs Peters is also available during the evening to chat informally or you can make an appointment to see her.

Reports

Interim progress reports are sent home at regular intervals during the Autumn and Spring terms. A full report is sent home to parents at the end of the Summer term and you are asked to return a slip confirming receipt. The slip also has a space for any comments you may wish to make.

Website & email

The school's website is www.st-teresas.wokingham.sch.uk; each class has its own class page with termly updates. Each child will be provided with a Wonde log in, this allows them access to other learning platforms used in school. Each child will have a log in to Teams which will be issued once they have started in the school. You can contact the main school by using admin@st-teresas.wokingham.sch.uk.

Cool Milk

Parents have the option for their children to have milk in school each day at break time. This is provided free of charge until your child's 5th birthday. This arrangement is made with Cool Milk directly and registration is done online at www.coolmilk.com.

Lunchtime

Lunch is staggered and starts with the Pre-school and Reception children at 11:45. We are very fortunate to have our own catering staff and offer a varied choice of meals.

From September 2014, new legislation was put in place offering a free hot school meal to all pupils in Reception, Year 1 and Year 2. Menus are available to view on the school website. These meals need to be booked in advance via the Parentpay system. This must be completed the week before you require the meal. Even if your child will bring their packed lunch from home, please ensure you complete the parentpay system selecting this option.

In Years 3, 4, 5 and 6, the children can either have a school meal (hot and cold option) or bring a packed lunch. School lunches must be ordered a week in advance. Booking and payment must be made through the ParentPay system. The cost is £2.30 per meal. Even if your child will bring their packed lunch from home please ensure you complete the parentpay system selecting this option.

If your child has any dietary requirements or allergies, please inform us so the kitchen staff can be briefed.

No nuts are permitted due to allergies.

If you would prefer to send your child in with a packed lunch, please ensure the lunchbox and drink bottle are named. It is a good idea not to overload them with too much food; only give them what you know they can eat. We are a Healthy School and ask parents to ensure that chocolate bars or sweets are not included; a chocolate snack bar (eg. a Penguin) is permitted.

Snacks

We provide fruit or vegetables as a snack for the Foundation and Infant classes, which the children have during their morning session. You can send in your own choice of fruit or vegetables if you wish, but please ensure they can access it without assistance.

Water Bottles

We encourage the children to drink water throughout the day and ask that you provide them with a named water bottle, with a sports cap, in case it gets knocked over. Please make sure it is filled before coming into school; it can be refilled through the day. Please ensure your child brings a separate drink for lunch.

Medicines

The school does not take any individual responsibility for medicines prescribed to be taken during the day. However, if your child is well enough to come to school whilst taking prescribed medication, a Prescribed Medication Form, available from the school office or on our website, must be completed and signed. Please note, the school is unable to administer non-prescribed medication eg, Calpol, Nurofen, Piriton.

School Nurse

The school nurse visits for Early Years tests, eg. weight, height and hearing checks. If your child is going to be tested, you will receive notification in advance. If you have any concerns about your child please contact the school nurse directly on 0118 949 5055.

Sickness & Diarrhoea

Following sickness and diarrhoea, your child must remain at home for a **48 hour clear period** before returning to school; they should also be eating and drinking normally again. This is in line with Public Health England guidelines.

Adventure Playgrounds

The children are not allowed to play on any of the adventure playgrounds before or after school as there is no supervision during these times. The use of footballs is also prohibited before and after school due to the large number of people in the area. Younger siblings should not use the equipment at any time.

Bicycles & Scooters

The children are welcome to travel to school using these, but they must dismount before nearing the school entrances to avoid endangering other people.

Parents of Children in Year 5 and 6 who wish their child to make their own way to and from school, must complete the relevant permission form, available from the school office.

Car Parking

There is no parking or dropping off on the school site at any time, this includes Breakfast Club and After School Club. An exception is made if you have to collect a sick child.

Please do not park or drop your children off directly in front of the school gates or stop near the zebra crossing or on the yellow zigzag at the front of the school.

When parking near the school or near the church, please do so considerately for our neighbours and the safety of our pupils. Parking is not permitted in the Church car park to ensure the safety of our children.

We encourage our parents to apply for a car park permit at £17.50 per year to use in Easthampstead Road East and Denmark Street car parks. Please click [here](#) to access the pre-stamped permit on our school website. Parents must complete the form and then follow the link to register it with the council.

Because the school is open from 08:00 – 18:00 every day and is used by the church throughout the weekend, local residents are impacted all the time by our school. **Please park considerately to ensure there is no further impact to them.**

Computer Safety

The children have the opportunity to access Yogas and laptops during their lessons. They are supervised at all times and the school's e-safety policy enclosed will provide further information.

Safeguarding/Child Protection

If you have any safeguarding concerns or issues, the designated Child Protection Officer in the first instance is Mrs Jones, then Mrs Peters.

Guided Reading

We run a Guided Reading scheme throughout the school to develop the children's reading skills. All Guided Reading books (and relevant homework cards) are sent home in a plastic wallet with your child's reading record. In school the children read as a group with an adult. Books are changed by parent volunteers.

Please look after these books; if one is lost, it may be necessary to make a charge for replacement.

Lost Property

This is kept in the school office and children are encouraged to have a look for lost items at break times. Please ensure all of your children's belongings are clearly labelled.

Mobile Phones

These are not to be brought into school unless prior agreement has been sought with Mrs Peters. We do not allow any kind of smart phone in school. All permissible phones are to be given into the office each morning.

Money & Valuables

Cash may not be brought into school. Valuables must not be brought to school as no responsibility can be accepted for their safety.

Photographs

Individual and sibling photographs are taken during the Autumn term and class photos during the Spring term.

Toys

Toys may not be brought into the main school.

After School Club

This runs for Infants and Juniors, from 15:15 to 18:00. The cost is £12.00 per contracted session and includes a healthy snack selection from wraps, ham, sausages, cheese, vegetables and fruit; ad-hoc bookings can be made with 24 hours' notice at a charge of £13.00.

Bookings are paid for in advance. You will be invoiced at the beginning of the month for the whole term and childcare vouchers can be used for this payment. Please contact Mrs Robins for further details crobins@st-teresas.wokingham.sch.uk.

Breakfast Club

This runs from 07:55 to 08:55 at a cost of £5.50 per session, including a healthy breakfast; ad-hoc bookings can be made with 24 hours' notice at a charge of £6.25.

Bookings are paid for in advance. You will be invoiced at the beginning of the month for the whole month and childcare vouchers can be used for this payment. Please contact Mrs Robins for further details crobins@st-teresas.wokingham.sch.uk.

Please note spaces in both clubs are limited and are often very full. Should you wish your child to attend these sessions when they join please complete the following form with your requests. We will confirm your sessions if we have space. Please click [here](#) to request your sessions.

The School Association

The School Association encourages a sense of community by organising events that include all those involved with the school. A very active committee organises a wide variety of social and educational events throughout the year; their fundraising supports the school and the children by raising funds for equipment, educational aids and other items which the school's budget cannot afford. The involvement of parents in this voluntary work is a great support to the life of the school.

Smarter Way to Pay

During each academic year, we request a number of financial contributions to support the children's learning and school experience. To enable parents to budget for the costs, we operate a scheme called 'Smarter Way to Pay', which runs by standing order for the duration of your child's time at St Teresa's.

What is 'Smarter Way to Pay'?

- Monthly payment scheme which allows payments to be spread evenly throughout the year
- Makes budgeting easier
- Allows the school to maximise your contributions by claiming Gift Aid
- Provides improved opportunities for children

How will the scheme work?

- Includes all requests for voluntary contributions, except charity and fund-raising donations
- Payment by standing order until the end of your child's education at St Teresa's

What is included?

- Building Fund
- Educational Visits x 2 per year
- School Fund
- Swimming in Year 5
- In-school theatre visits, authors and other visitors
- Misc to include cooking, disco/party contributions

Building Fund

A charge made by the diocese to cover their 10% contribution to building projects, which are 90% funded by the DCSF.

School Fund

Covers miscellaneous items which support the children's learning experiences such as funding the Christmas performances, topic days, models and sewing they may bring home.

What is not included?

- Charitable donations
- Mufti contributions
- Cake sales
- Peripatetic music lessons
- Special events, eg. WASMA
- Extra-curricular clubs
- Year 6 PGL trip

The children starting at the beginning of the academic year are eligible to join this scheme, please click [here](#) for more details. Any time after this date we request that parents pay for the activities as and when requested. An opportunity to join this scheme would then be available the following academic year.

Who should I contact regarding Smarter Way to Pay if I have any queries?

Please contact Mrs Robins, crobins@st-teresas.wokingham.sch.uk.

Breakages & Payment Policy

The school has a great deal of expensive items of equipment and invests a large amount of money in books and other small items which the children are encouraged to use freely. Where it is obvious that anything is intentionally broken or damaged, or books lost, we may seek compensation from the parent or guardians of the child.

EVENTS & ACTIVITIES

REGULAR EVENTS

Class Assemblies

When the children reach Reception they will participate in Class Assemblies. These take place on a Wednesday morning, starting at 9.05am in the hall. Parents of the relevant class are invited to attend.

Educational Visits

The children take part in educational visits related to the curriculum area they are studying in class. The cost for these is covered by Smarter Way to Pay; those parents who have not signed up to this scheme will be asked to make a voluntary contribution.

Extra-curricular Activities

The children are offered a variety of extra-curricular activities. This provision will vary according to the age of the children and the time of year.

Muffi Days

On these days the children are allowed to wear their own clothes to school. Muffi days usually coincide with fund-raising events and the children are asked to bring in a minimum donation of at least £1 for a charity (eg. Children in Need, Red Nose Day) or a bottle if we are preparing for our annual Fun Day.

Sports Day

Our annual sports day takes place in the first half of the Summer term, at the King George V Playing Fields. It is traditional for the Infant children to take part before break, and the Junior children after break. The children represent their House in a circuit of sporting activities.

After the results, parents are invited to join the children for a picnic and the children may then leave with them once they have been signed out. The children who are not joined by their parents can join staff and friends for their picnic and then remain in school until 3.15pm.

There is no Afterschool Club on this day.

World Book Day

Each year we celebrate this event in March and the children have the opportunity to participate in a range of fun activities celebrating the work of specific authors.

Free School Meals

Transition protection

A roll-out for free school meal checks was initiated on 1st April 2018 and is due to finish on 31st March 2023 for the implementation of Universal Credit.

If you become eligible at any time the child will be protected, regardless of your change in financial circumstances, until the end of the phase of education they are in as of 31st March 2023.

This protection remains if

- Another carer becomes responsible at a later date
- A child is eligible and is then taken into care or fostered at a later date

Applications

Your financial circumstances at the time of the check determines your child's eligibility.

- The eligibility status is only for those children for whom you apply for. Don't assume that if one child is eligible then siblings are also eligible. Include all relevant children on the application forms to all relevant schools.
- Please note eligibility does not cover siblings. Just because a child is eligible it doesn't mean a sibling is automatically eligible at a future date so you need to send in a separate application for any children for whom you wish to apply.

Universal credit and legacy benefits

Legacy benefits:

- If you are receiving child tax credit and your declared income is below £16,190 then you should be eligible.
- If, **in addition to the above**, you are also receiving working tax credits then you are **NOT** eligible regardless of your income because WTC covers free school meal payments.

Universal Credit

If you are in the process of applying for Universal Credit the checking system may not automatically say you are eligible because it is based on the payments you receive for up to the most recent three months starting from the current month. It may take a few weeks for eligibility to be confirmed as it is based on a payment threshold.

- If your take home pay for the most recent month is more than £616.67 then you are not eligible
- If your combined take home pay for the most recent two months is more than £1,233.34 then you are not eligible
- If your combined taken home pay for the most recent three months is at least £1,850 then you are not eligible.

It is recommended that you at least wait until your first payment is confirmed before you apply then you can send evidence to the school if required.

Further information on eligibility criteria can be found here: <https://www.gov.uk/apply-free-school-meals>

Requests

A request for free school meals must be made in order for a child to become eligible. The cost of school meals cannot be claimed for any period prior to a claim for free school meals being made. Your entitlement commences on the date when an application is made to the school. Claims to be reimbursed for any school meals previously paid for during your period of benefit entitlement will not normally be met.

Children in early years or reception classes who are below compulsory school age must be attending both before and after the lunch period, in order to be eligible to receive free school meals. Children in the care of the Local Authority, e.g. foster children, or of a voluntary organisation, cannot be considered for free school meals.

How to make a claim

Please complete an application form by clicking [here](#) if you think you may be eligible (making sure the NI number is clear and readable). We will send the request to the council and confirm to you if you do become eligible. Please make sure the information you provide on the form is the same as you provide HMRC and DWP.

If you are not eligible

If this is the case and you think you are eligible please check your financial circumstances meet the criteria and / or contact DWP / HMRC. It will be up to you to send in another application for a re-check. If you are told by the school you are not eligible please do not phone council customer services or contact Children services reception to query this. Staff will inform you to direct enquiries through your school.

Discontinuing your eligibility and transition protection

We maintain a list of all eligible parents and the date they become eligible and the schools also record FSM start dates. If your circumstances change such that you feel you would like to voluntarily discontinue your FSM eligibility you are more than welcome to do this as it does **not** affect your protection. If your finances deteriorate that you need to re-establish eligibility then please notify the school.

Data protection and council record keeping

Information contained on the application form is personal data and will be held in a computer securely. The information held is subject to the Data Protection Act 1998 and GDPR. Records of eligible children will be retained with the confirmation date until such time they are no longer required.

**WOKINGHAM DISTRICT COUNCIL
DEPARTMENT OF EDUCATION**

**NOTICE TO PARENTS OF PUPILS ATTENDING MAINTAINED PRIMARY, SECONDARY AND SPECIAL
SCHOOLS IN BERKSHIRE WHO LIVE IN THE VICINITY OF BROADMOOR HOSPITAL**

1. If there is an escape, the warning sirens will sound, and all schools within approximately seven miles of Broadmoor Hospital will be notified. The warning siren is tested each Monday at 10.00 a.m. for 2½ minutes. After a break of 2 minutes the all clear siren is also sounded for 2½ minutes.
2. Schools will stay open and operate as normally as possible.
3. Parents who know of an escape before their children leave home for school will be expected to make arrangements for escort.
4. Where an escape occurs before the start of school or during the morning session, pupils will be kept in at school at midday unless collected by their parents, and will be provided with a meal to the extent which the emergency arrangements allow; parents will be asked in due course to pay the appropriate charge for the meal provided. If parents decide to collect their children at midday, they must be responsible for their safe conduct to school in the afternoon.

If the emergency extends to the end of afternoon school, no child attending an infant, junior or primary school will be allowed to leave the safety of the school premises unless collected by a parent or a responsible adult known personally to the staff, or in exceptional circumstances, a responsible adult known personally to the child. Headteachers of Secondary schools have discretion to allow pupils to go home unaccompanied where the authority for this has been received from parents in writing.

5. On subsequent days parents will be solely responsible for the safe conduct of children to and from School, or to and from pick up and setting down points for school transport.
6. Parents should discuss with the Headteacher any special difficulties which are likely to arise in individual cases.
7. If an escape takes place, parents are asked to keep telephone calls to the school to an absolute minimum.



Information for new parents pack tick sheet

Thank you for reading our welcome pack. Please ensure that you have completed all the tasks involved in this pack.

- Booked Breakfast Club or Afterschool Club spaces
- Completed all areas on the Arbor App, including medical information
- Downloaded your parking permit
- Confirmed your smarter way to pay payment
- Completed the free school meals form (if eligible)

