



## LIST OF USEFUL REMINDERS FOR RECEPTION

<b>School Tel No.</b>	464 2551			
<b>School Address</b>	Wheeler's Lane, Kings Heath, B13 0SF			
<b>School E-Mail:</b>	enquiry@wlprimary.co.uk			
<b>School website address:</b>	wlprimary.co.uk			
<b>School Hours:</b>	Reception & KS1	8.35am – 11.30am	LUNCH	12.30pm – 3.15pm
	KS2	8.35am – 12.30pm	LUNCH	1.30pm – 3.20pm
<b>Doors open:</b>	At 8.35 am			

<b>Emergency Contacts:</b>	Please remember to let us know if you change address or telephone numbers; school should <b>always</b> be able to contact someone during the day in case of an emergency.
<b>ParentMail: Communications and payments</b>	We use the provider 'ParentMail' for our communications and payment system. There is a ParentMail app which you can download onto your devices which will keep you updated with school news and enable you to make any payments. Please be mindful to keep an eye on ParentMail daily, as you would your text messages or phone calls, so that you do not miss anything.
<b>Dinners</b>	School dinners are provided free of charge. It is extremely important that you still advise us if you are entitled to 'free school meals' as part of a benefit, i.e. Income Support, Child Tax Credits as school receive extra funding, so please do complete the pink form in your paperwork. If you know you are definitely not entitled and do not wish to give your personal information, please put a line through it with your child's name on.
<b>Fruit</b>	We have fresh fruit delivered as part of the Birmingham Free Fruit Scheme. Your child will receive 1 or sometimes 2 pieces of fruit a day. We get all sorts of fruit for example apples, pears, satsumas, bananas, carrots, cherry tomatoes, mini cucumbers, raisins, strawberries, pineapple, mange tout and peas. If your child has any allergy or sensitivity to any foods etc..please write the information on the orange medical form given in your paperwork.
<b>Reading Books</b>	These are sent home at the teacher's discretion. They should be carried to and from school in a suitable waterproof bag. Book bags can be purchased from the uniform supplier Clive Marks on Poplar Road.
<b>Punctuality</b>	Please be punctual when bringing and collecting your child, children can get very upset if they are late arriving or the only ones left due to not being collected.
<b>Late Comers</b>	If your child arrives after 8.50am they are late. The classroom door closes at 8.50am. Should you be late for school, for whatever reason, please escort your child to the school office. If your child is going to be in after 9.30am and has a dinner please let the office know to order their lunch.
<b>Absences</b>	If your child is to be absent from school, please either contact the office on the first day of absence before 8.30am, or register their absence on ParentMail. All absences must be for a genuine reason and only the Headteacher can authorise an absence. Wherever possible, doctor and dentist appointments should be made for outside school hours.
<b>Collection:</b>	If you are not going to collect him/her please ensure that both your child and teacher know who is. If you need to change your plans at short notice, just telephone school and let us know. Only adults over the age of 18 are to collect Reception children; in an <b>emergency</b> it is possible someone aged 16/17 could collect but permission needs to be sought from the Headteacher.