

Information for Parents and Carers

The following information is to inform parents and carers about some of the procedures that we have in school and to address the most often asked questions. As always, if you have any questions please come and speak to someone in school.

Communication

We use the provider ParentMail as our communications and payments system. We will be using this system to send out e-mails to communicate school news. We send out a newsletter every other Friday, via e-mail, which includes information about events in school, reminders, attendance and important dates.

A curriculum newsletter for your child's year group comes out at the start of each term which explains what will be covered in each subject, ways you can help at home plus arrangements for homework and P.E.

The ParentMail system is used to send reminders about trips and dinner money balances as well as important information that has to be sent out quickly e.g. if the crossing warden is off sick, so we would ask that you check your app or emails regularly.

If you are unable to access ParentMail, please speak to one of the office team who will help to set you up.

Class teachers are usually available for you to speak to informally at the end of the school day, however if you require a more private conversation, please make an appointment either with the teacher or through the main office.

Online Information

Our school website address is <http://web.wheelerslane-pri.bham.sch.uk> You can find information about our school as well including newsletters, special events and year group weekly news.

We are on twitter @WheelersLanePri please follow us as updates and news are often tweeted. Our twitter account can also be viewed on the homepage of our website.

The school can be contacted by email on: enquiry@wlprimary.co.uk

Contact Details

Please ensure the contact details we hold for you and any other family members or friends are up to date. We will use them to contact you if your child is ill, has had an accident or hasn't been collected from school. If you change your phone number or move house, please let us know as soon as you can.

Times of the day

The school day begins at 8.35am when the playground doors are opened, children should not arrive in the playground before 8.30am particularly if they are not with an adult as the playground is not supervised. Children go straight to class and have a morning activity to do. The doors are locked at 8.50am, after this, children are marked as late and will need to come into school through the main entrance. We have an electronic signing in system in the main entrance which parents and carers must use to sign in late children. It is important that parents and carers come in with their child and use the system, for safeguarding reasons.

The school day ends at 3.15pm for Reception and Key Stage 1 children and at 3.20pm for Key Stage 2 children. Please collect your child promptly from the playground. Any children who are not collected will be taken to the office. Parents and carers will be required to sign their child out on the electronic system if they are late collecting them.

If you are going to be late collecting your child or have arranged for someone different to collect your child, please telephone the school office on 0121 464 2551 and let them know so that a message can be passed on.

Attendance

Our attendance target is usually 97%. We aim for all of our children to have high levels of attendance as this impacts directly upon their learning. If your child is too ill to come to school, please telephone the school office on 0121 464 2551 to let us know that your child will not be in, or you can log their absence on ParentMail. The threshold for identifying persistent absence is 90%. This means any child with less than 90% attendance is considered to be a 'persistent absentee' and action will be taken by the school to support the family in improving the child's attendance. We monitor absence closely and will refer families to the school nurse or other support services if a concern arises.

Leave in Term Time (taken from Birmingham's Leave in Term Time Policy)

The importance of school attendance is such the law has now changed and Head Teachers may now only grant leave in term time where the circumstances are exceptional. This is in line with Birmingham Local Authority's 'Leave in term Time Guidance' and the 2013 Amendment to the Education (Pupil Registration) (England) Regulations.

Family emergencies need careful consideration. It is not always in the best interests of the child; nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school, friendships and support from staff can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background during times of uncertainty.

If you have exceptional circumstances which have led you to request leave in term time for your child/ren, please complete the required form, which you can obtain from the school office. The Head Teacher will then make a decision on whether or not the leave can be lawfully authorised and will do so only if there is a genuine, exceptional and urgent reason for a child to be absent during term time. If a child is taken out of school without the Head Teacher's authorisation, it will be recorded as unauthorised absence.

Medical Appointments

We request that where possible, medical appointments should be made outside of the school day. Routine appointments such as dental check-ups can usually be booked in advance in the school holidays or outside of school hours. On the rare occasion that you may need to take your child to a medical appointment during the school day, we ask that you bring a copy of the appointment card or letter to the office so that the absence can be authorised. If you need to collect your child early to attend an appointment, please inform the office staff and your child will be collected from class when you arrive.

Medical Conditions

Please inform us of any medical conditions your child may have so that we can keep our records up to date. Children with allergies and conditions such as epilepsy will have a care plan which will inform staff about the condition and the action to be taken should a problem arise.

Conditions such as asthma may change as your child grows up, please keep us informed of any changes e.g. if the condition gets worse and a change in medication is needed or if it improves and medication is no longer required.

Medication

If your child needs to take medication for a short or extended period of time (other than asthma inhalers) you will need to come in and complete a medication form. This will give details of the medication, when it needs to be taken, how much needs to be taken and whether it can be self-administered. We are only able to administer medication that has been prescribed by a doctor.

Leadership and Management

If you have any concerns or questions about your child, please speak to the class teacher in the first instance. We also have designated senior leaders for each phase of the school who can also help you if you have any problems with your child. You will be updated with who these are in September.

Concerns

If you have any concerns, questions or worries, please come in and talk to someone, we are here to help and want both you and your child to be happy in school.

School Uniform

The School Uniform is as follows:

Grey trousers, shorts, pinafore or skirt

Yellow shirt or Polo top

In the summer, green and white or yellow and white checked dresses

Green jumper or cardigan

Plain black shoes

Girls who wear headscarves for religious reasons should ensure they are in school colours.

The wearing of jewellery is discouraged as it can be dangerous or may get lost or damaged. Items of religious significance are permitted.

All school uniform items should be labelled with your child's name and class. Coats and lunchboxes should also be clearly labelled.

Lost Property

Lost property is kept in a box in the playground outside the hall, parents and carers can look through this if their child has lost anything. Any items with names on will be returned to the child. Any unnamed items will be disposed of after two weeks as we do not have the space to store large amounts of lost property.

P.E. Kit

For P.E. children should wear a plain white t-shirt or polo shirt and black or green shorts. Black leggings or tracksuit trousers can be worn, particularly during cold weather, they should be close fitting and not baggy for safety reasons. For indoor P.E. pumps can be worn; for outdoor P.E. children can wear pumps or trainers. P.E. kits should be kept in school and taken home only during holidays or at the weekend if they require washing.

Valuables

We do not expect children to bring valuable items into school such as jewellery, toys, electronic games or mobile phones. If your child needs to bring in a mobile phone for a specific reason e.g. they are walking home with friends, it must be handed in at the office in the morning for safe keeping and collected at the end of the school day. We will require a letter of permission from you to do this. The school will not accept any responsibility for valuables brought into school.

Dinners

In Reception and Key Stage 1, all children are entitled to a free school meal. Parents can choose whether to take up this entitlement and need to ensure the office staff know their choice. The change from a school meal to a packed lunch, and vice versa, can only be made at the end of each half term for the following half term – please see the office staff for more information. Although children in Early Years and Key Stage 1 can receive a free school meal, we still need to know if parents receive the benefits that would entitle them to free school meals – this information affects the funding we receive, so please let us know about your benefits and if they change.

Parents of children in Key Stage 2 can choose between packed lunches or school meals. School meals are either paid or free, depending on your entitlement – please ask at the office if you are unsure. It is hoped that parents and carers will make all payments on ParentMail, but if any money for dinners should be sent in to school, it should come in on a Monday morning in a sealed envelope with your child's name and class on the front – this should be handed in to the class teacher. If you wish to pay for half a term or a term in one go, please go to the office and they will tell you the cost.

We are A Nut Free School

It is so important that products containing nuts do not come into school, i.e., any type of whole nuts (cashews, peanuts, almonds etc.), or foods which contain nuts or coconut such as peanut butter, snickers, nutella spread, chocolate covered nuts, bounty etc.

Please do not send nuts or nut products, in for your children to eat in their lunchboxes. For a child with a severe allergy, they do not need to have eaten nuts to have an allergic reaction. A reaction can be caused by touching a surface that nuts have been on or through airborne particles which are inhaled.

For example: A child who eats a peanut butter sandwich may go on to hold the hand of a child who has a nut allergy and this will cause a reaction, possibly sending them into anaphylactic shock, **which is life threatening**.

Trips

We try to offer a range of school trips and experiences that will enrich your child's education. We ask all families to pay for the cost of trips, however, if we do not receive enough money to cover the cost of the visit it will have to be cancelled, and you will be notified.

We often ask for parent helpers to go on trips to support with managing small groups of children and to fulfil adult to child's ratios required for some venues. If we are unable to find enough parent helpers for trips, they may not be able to go ahead for health and safety reasons.

Governors

Our Chair of Governors is Mrs Tomina Sagheer, she can be contacted through school. We have three Parent Governors: Amanda Parkes, Rachel Carter and Katy Wells.

Wheelies

Wheelies are a group of parents and carers who organise events to raise funds for school. Each year they organise a children's Christmas event, a Summer Fair and other events such as a cake competition and sale. They are always looking for new people to get involved so please volunteer when an event is advertised.

Getting Involved

There are lots of ways for parents and carers to get involved in school. There are events such as Christmas performances, class assemblies and coffee mornings which you are invited to. Each class also has an Inspire workshop, where you are invited in to work alongside your child on a learning activity. We also have a themed week each term which usually includes sessions for parents and carers. Dates and times for these are published on the newsletter.

We have a small group of volunteers who come in and hear children read and support with their learning. Please speak to Mrs Fisher if you are interested in becoming a volunteer, training is provided by school staff and a DBS check is required.

We know that many of our parents and carers have skills that they would like to share with the children. Previously parents have been involved in the book bench project sharing their art skills, we have had parents and grandparents supporting with our knitting club and forest school activities as well as a parent who led photography projects. If you have any skills that you feel would be of benefit to our children, please let us know – it is great for the children to see positive role models from their community showcasing their talents.