

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 use this system to send out e-mails to communicate school news. We send out a newsletter once a month on a Friday, via e-mail, which includes information about events in school, reminders, attendance and important dates.

The ParentMail system is used to send reminders about trips 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.

To supplement this, please see 'Communication and Raising Concerns Guidance' sheet.

Class Dojo

We use ClassDojo, a digital platform designed to build a positive classroom community and enhance communication from school to home.

We have chosen ClassDojo as it is a widely used and recognised system. It provides a secure and closed communication between home and school where access to your child's information is restricted to those with specific permission. It is only accessible to the child's parents or carers and school.

There are two major advantages that we aim to utilise through ClassDojo. Firstly, it will allow us to share with you how well your children are doing at school through the reward system. Secondly, it will allow us to share useful information with you such as reminders about upcoming events or your children's learning.

We believe that children thrive when their hard work and efforts are recognised and adopting ClassDojo allows us to do this:

- **Reward Positive Behaviours:** Students can earn "Dojo Points" for demonstrating different school values and skills. These will then accumulate and be rewarded with the green and red stickers and certificates throughout the year. You will be able to see these successes on the system.
- **Share Great Learning:** Through the "Class Story" we may share photos and videos of the wonderful work happening in our classrooms, giving you a window into your child's school day. This will help encourage those vital conversations with the children about the amazing learning they are doing.
- **Provide Important Updates:** The platform will serve as a hub for reminders about upcoming events, school trips, and Themed Weeks, ensuring you that your child is fully prepared for these exciting opportunities.

You will receive a personalised invite for you to securely join your class's ClassDojo forum and child's profile. Follow QR coded and the instructions on the invite letter. We would encourage you to click on the link as soon as possible and therefore begin receiving communication straight away.

The class story is a great way for you to see the wonderful learning happening at our school.

We will not be using ClassDojo as a two way communication system. So, if you have a need to communicate with your child's class teacher then continue to only use our current systems. This includes emailing the school at enquiry@wlprimary.co.uk, phoning on the school telephone number or speaking with the adults face to face at the end of the school day. We have decided to do this as messages sent to teachers throughout the school day via ClassDojo would interrupt the delivery of lessons and so any messages sent to teachers will not be responded to. Our communication hours remain unchanged as between 8:00am and 4pm on weekdays, when the school is open. ClassDojo will be in sleep mode at weekends and outside the hours listed previously.

The school does not expect or require any parent to purchase or subscribe to this service. You are able to see your child's daily points, as well as the weekly total in the FREE version. ClassDojo offer its core features completely FREE of charge, and these are the only elements used by staff in school. Any paid features are entirely optional and are designed solely for use at home. The points that some families may give at home through this feature do not add towards the total in school and have no impact on the ability to earn rewards. Teachers cannot see home points.

We look forward to partnering with you to celebrate your child's achievements!

Dinners

We use a meal booking system on ParentMail, however, this system will not start for Reception until **Monday 21st September**. Children for the first couple of weeks will have free choice of what is on offer. More guidance and information will be sent to you nearer the time.

The system on ParentMail is designed to make booking school meals quicker, easier, and more convenient for families. It also help us to ensure there is less food waste.

Parents and carers are able to select meals in advance with children, view menu options, and manage payments online, all from one secure platform.

Our aim is to offer pupils a wider variety of healthy, balanced, and appealing meal choices while continuing to meet nutritional standards.

The menu includes a mix of hot meals, vegetarian options, and lighter choices, along with fresh fruit and vegetables each day. A copy of the new menu is available on the school website. If your child has any dietary requirements or allergies, please let the school office know so we can ensure their needs are fully supported.

The cost of a standard school meal is **£2.66**. When a menu choice has been made, it will go into your 'basket' where you can pay either by debit card or credit card. Children in Reception, Year 1 and 2, do not pay for school meals so the amount to pay would be £0.

If you are eligible for free school meals the amount to pay at the end will be £0 but you will still have to click "pay".

All meals need to be booked via the online system and the bookings need to be made **at least 5 days in advance**.

Any child with no meal selected, and has no packed lunch sent in with them, will be given a jacket potato with a choice of cheese, beans or tuna mayo.

Online Information

Our school website address is <https://wlprimary.co.uk/> You can find information about our school as well including newsletters, special events and year group weekly news.

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. It is important that parents and carers accompany their child to the classroom/office door where a member of staff will greet them, 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. It is possible that a penalty notice and fines will be issued.

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.

First Aid Incidents

We use a system called 'Medical Tracker'. This system allows us to inform parents and carers of first aid incidents and we are able to analyse the data we record.

- We can record and track first aid incidents that involve your child
- We can record and track inhaler usage that involves your child
- You can be notified immediately after a first aid incident by email
- You can be notified immediately after your child's inhaler has been used by email

Please be assured that Medical Tracker is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation. You will receive emails from the email address **donotreply@medicaltracker.co.uk**. Please add this address to your email as an approved sender to prevent messages from being blocked by your SPAM/JUNK filters. Should your child have an accident where we are asking you to come and collect them, we will, of course, telephone you in the first instance.

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. Please see supplementary file called 'Communication and Raising Concerns Guidance'.

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 small in the playground, next to the children's toilets; it is open at the beginning and at the end of day for you to have a look through. 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 worn on their 2 P.E. days which will be advised.**

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.

We are A Nut Free School

It is so important that products containing nuts do not come into school, i.e., any type of nuts, for example 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 Becky Wall, she can be contacted through school. We have three Parent Governors: Hannah Crouch, Rachel Carter and William Gresham.

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. 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.