



LIST OF USEFUL REMINDERS FOR RECEPTION

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

Emergency Contacts:	Please remember to let us know if you change address or telephone numbers; school should always be able to contact someone during the day in case of an emergency.
ParentMail: Communications and payments	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.
Dinners	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 form on ParentMail. Dinners have to be pre-booked on ParentMail 5 days in advance; you will select your child's menu choice from the menu and proceed to checkout – which will be £0.
Fruit	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 medical form.
Medical Tracker	Please keep an eye on your emails from donotreply@medicaltracker.co.uk to inform you of any first aid incidents at school during the day. We will, of course, phone if they need collecting.
Reading Books	Books are not sent home straight away and 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, but any bag is fine.
Punctuality	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.
Late Comers	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.
Absences	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.
Collection:	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 16 are to collect Reception children.