

### **3P**

Your child's new teacher next year will be Miss Payne. Miss Payne is an experienced teacher and has taught both in KS1 and KS2.

The Y3 classrooms are accessed via the Old Park Rd entrance.

#### **Drop off and Collection**

3P start time is 8.45am and the finish time is 3.10pm.

8.45am - Drop off at the Old Park Rd manned gate. Please only arrive at the school gate at your child's allocated drop off time. The gate will open at 8.40am so children can begin to walk into school.

3.10pm - The 3P collection point is in the Old Park Road playground (not around the back of the school) on the left as you enter. The children will be dismissed from the 3P fire exit door, leading onto the playground.

Because of the clash of finish time between Y3 and Y4, 5 and 6 we are aware that you are unable to be in both playgrounds at the same time to collect. Therefore, please prioritise your youngest children.

If your child in Y3 has older siblings then the older sibling can walk through school and exit at the Y3 exit. This may be a few minutes after 3.10pm so you may have to wait. **Please email us by return** to let us know who your Y3 child's older siblings are and their new class teacher so we can make those internal arrangements ready for September.

There are no other time clashes so we expect that other parents will walk from one entrance to the other to collect their children. This is because we cannot supervise large numbers of children walking through the school.

Parents will not be allowed access through school or into classrooms at collection.

If you wish to speak with your child's teacher please wait until after dismissal so that the children can all be safely handed over at hometime.

We ask that if you have questions or queries for the teacher before school that you call the school office 0121 526 2669.

#### **General Information - please read carefully.**

##### **Siblings**

Our start and finish times across the school are slightly staggered to avoid congestion around the school gates and in the school grounds and should allow time for parents with siblings to move around the site in time to collect from allocated points.

If you have siblings they must be dropped off and collected at their designated class collection points please. We appreciate your patience and understanding with these

expectations. Teachers will be aware that in some cases you may be a few minutes late to the collection points at the end of the day.

### **Drop off procedure information & lateness for drop off or collection**

**Woden Rd North** gates will close at **8.50am**

**Old Park Rd** gates will close at **8.55am**

#### **Drop off**

Staff on the gates are following procedure by locking them promptly, it is expected that parents and carers will be understanding if the gate is locked even if you are late approaching.

It is essential that registers are accurate for safety reasons. Therefore, if the school gates are closed children must be signed in by an adult at the school office main reception, a late slip will be given to the adult for the child to take and pass to their teacher. This quickly signals to the teaching staff that the child has been signed in at reception and teachers are able to continue to teach the lesson uninterrupted.

Our school office main reception is located via the Old Park Rd pedestrian entrance.

#### **Collection**

If you are more than 10 minutes late to collect your child at hometime then your child/ren will be taken (by staff) to wait at the main office (Old Park Rd). When collecting late you must come into the office to sign your child out. We understand that on rare occasions traffic or other circumstances can cause lateness. However, we do expect that you call to inform us prior to collection if this is the case, this also ensures that your child does not worry.

Should you persistently arrive late to collect then your child will be taken to The Patch After School Club, which is a chargeable service.

**To prevent unnecessary contact from school within the school day can you please ensure that you read and follow the expectations. Thank you for your support.**

**P.E. Day:** 3P will have P.E. every Friday in Autumn. There will be changes to the PE day across the school year due to timetabling, venues and specialist coach availability. If there is a change you will be notified. PE kit is not required in the first short week back.

Moving forward, all pupils will need to attend school wearing their PE uniform on PE days. This avoids the need to change for PE. This year only, we will be supplying the children with tracksuits and t-shirts. These will be issued in September.

In a few cases the tracksuit top fits but the tracksuit bottoms are too long or too wide on the waist. Unfortunately, we cannot order tops and bottoms separately to fit, so if this is the case can we ask that your child wears the tracksuit top provided but you purchase black tracksuit bottoms of the appropriate size. The bottoms provided can be kept and used when they grow into them.

We have been told that there is enough supply for September, however, in the event that the clothing is not ready some children may be asked to begin coming to school in suitable sports clothing until the items arrive. Please do not purchase new items, utilise any appropriate sports attire you have at that time.

If your child forgets their kit the teacher will ask the office to send you a reminder for next time and your child will have to use a school spare kit.

You will need to purchase suitable trainers (for indoor and outdoor PE) and plain black shorts for warmer days.

### **School Uniform**

Children do not have to wear badged school uniform. Uniform in the school colour (red) can be purchased from local supermarket stores or similar.

However, if you wish to purchase badged school uniform then you can purchase this from Clive Marks online or in store (Walsall).

The badged stock has been ordered by Clive Marks and should be in stock by around **13th July** so keep checking the website or pre-order in store after that date.

No jewellery - earrings **must** be removed by parents before the start of the school day.

### **Uniform (please label items of clothing with your child's name).**

Please be reminded that school uniform should be worn by all pupils. **Can we remind all parents that sensible (no heels) black school shoes (with black soles) must be worn, not black trainers.** Velcro is recommended. The only permitted jewellery is a watch and small studded earrings.

### **Hair, makeup, nails and temporary tattoos**

Please can you ensure that if your child has hair that is longer than shoulder length then it must be tied back. If they come into school without it tied then we will provide your child with a hairband to do so. Large bows or extravagant hair accessories are also not permitted and will be removed. Please do not send children into school with dyed hair, make up, nail varnish, acrylic or false nails or temporary tattoos.

### **Smart Watches**

**Please do not** send children to school with either children or adult smart watches. This includes fitbit & apple watches as well as other smart watch brands. These are too expensive for school use and could be damaged, lost or stolen. If it is identified that children come to school with smart watches they will be kept safe by staff until the end of the school day.

### **Pupil Mobile Phones**

Mobile phones are not allowed in school, they will be held safely in school and returned to the parent at collection.

### **Lost Property**

It is inevitable that children will lose items of clothing and other equipment around school, help us to return items by ensuring that they are clearly labelled. We will support your child to locate lost items if we are informed however, unfortunately, there will be times where lost items remain lost.

### **Water Bottles**

Please can you ensure that your child has a water bottle in school every day, these do not need to be school bottles but these can be purchased from the school office. Reception children will be given one free bottle on their first day.

### **Snack time**

Please provide your child with a healthy break time snack.

### **Balanced and Healthy Lunchboxes.**

Please ensure that your child's lunch box includes a range of food types and not too many treats.

### **School Catering**

For support in pre-ordering school meals contact the main office.

### **Pencil Cases and Personal Belongings**

Please do not send your child into school with a pencil case. The school will provide children with individual stationery. Please avoid sending your child in with toys and other personal belongings or expensive items in case they get lost or damaged. The school cannot be held responsible for those items.

### **House System Re-allocation**

Over the years, the pupil house allocation has become uneven so to make the competition outcomes fair we will be reallocating houses from September. Your children will be given their house allocation when they receive their new tracksuit and house coloured PE T-shirt in early September.

### **Breakfast & Afterschool Club**

Please contact the School Office on 0121 526 2669 or [breakfast@oldparkprimary.com](mailto:breakfast@oldparkprimary.com) for breakfast club or The Patch on 0121 526 2669 option 1 for after school club.

**Please find attached the link to access the live annual calendar, this is also available on the school website. Please be aware this will not update to the 22/23 until the last week of term.**

<http://www.oldparkprimary.com/news-events/annual-calendar/>

This is a live document so please check it regularly. Within this document you will find the term dates for next year. Training days are also available in this document.

## **Management Information System, Messaging and Payments.**

We are in the process of changing our MIS provider from SIMs to Arbor. We will contact you with further details about this change in due course. This will change the way you can provide us with updated information, the way you pay and the way you receive messages. We will ask you to download an app which will make it easier for us to communicate with you.

Can I remind parents that every text message we send has a short character limit and costs to send. That is why at times texts may seem very short and to the point. Emails are free and allow us to provide more information but we know that they are not checked as much as text messages. However, we are unable to continue to send text messages at the current level so in future the preferred method of contact will be email. This means that it is important that you utilise the annual calendar (checking regularly as it is live and therefore changing), make notes in your diaries and check your emails more regularly to ensure that you do not miss important communications.