

AM Nursery Children

Your child's key workers from September year will be Mrs Johnson, Mrs Kaur and Mrs Martin.

There will be a staggered start for nursery children. You will be contacted separately so that you know the days that your child can attend in the weeks beginning 7th and 12th September.

Drop off and Collection

Your child will need to be picked up and dropped off at the nursery doors in the Quad playground, via the Woden Rd North entrance. We ask that you arrive at the gate promptly (where possible please avoid being early or late).

Morning Nursery session starts at 8.30am and finishes at 11.30am.

We ask that you support us with a swift drop off and exit from the site. We understand that some children may be reluctant to leave you at drop off but years of experience tells us that once you hand your child over they are more likely to settle once you are out of sight. We know that as a parent the last thing you want to see or hear is your distressed child at drop off, but please rest assured, we will comfort and support them and in most cases they develop confidence quickly.

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.

Punctuality

The Nursery door will close at **8.35am** promptly at our two drop off points. 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. If the gates are locked you need to drop off at the main office on Old Park Rd.

It is essential that registers are accurate and that staff can be in class to appropriately supervise for safety reasons. Therefore, if the school gates/doors are closed children must be signed in by an adult at the school office main reception on Old Park Rd, a late slip will be given to the adult for the child to take and pass to their teacher. Your child will then be walked to class by a member of the office staff. The late slip 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.

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.

Your child's PE day will be every Friday.

All pupils will need to attend school wearing a PE uniform on PE days.

Please ensure that they all have the appropriate PE uniform **set out below**.

PE Kit: (labelled with names) red or white round neck or polo t-shirt, black shorts, black or white trainers. Black or navy tracksuit bottoms and black or navy jacket/jumper or school jumper.

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

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.

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

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

The school provides snack at a small cost for children in Nursery, this becomes a part of the school day where children are encouraged to socialise during snack time. You can pay for this every half term. We will be in touch to share payment options shortly.

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 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 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.