

Useful information

We wish your child a wonderful start and welcome you to our school community.

May we take this opportunity to share some general information that you may need to know:

School Uniform

Children should only wear clothes to school that are included in the uniform list. You should find a copy of this list in your admission pack and it is also available on our school website.

Should families need any help with uniform, please contact the school office.

From time to time, the school PTA will offer a pre-loved uniform sale. We ask for a pound donation per item. Once your child has grown out of their uniform, if it is still in a condition you would be happy to receive, we would love for you to donate your uniform back to the school.

Nail varnish and makeup must not be worn to school.

Hair accessories should be discrete and school colours (green, yellow and black). We will ask children who wear any large bows or hair adornments to remove them.

Hair styles should be appropriate for school and of natural colour.



Where children have their ears pierced, they should only have one small stud in each ear, and these will be covered with tape during PE.

Attendance and Punctuality



Research shows that children have the very best outcomes in their education when they have a high level of attendance and we are committed to ensuring that every child is at school as often as they are able to be.

Please ensure that your child is on the playground for the bell at 8.50am as the school gates and doors will close at 8.55am to ensure a smooth and prompt start to the school day. Children arriving onside after 8.55am will need to enter the school via the school office and sign in, as registers will need to be updated by the admin team.

Please keep checking the school calendar on our website and newsletter for the upcoming holidays / school events.

A copy of the attendance policy can be downloaded from the website.

Reporting Absences

If you need to report your child absent, please do so by calling the school office on 01344 421046 or emailing attendance@meadowvaleprimary.com. Please leave your child's name, class and full reason for absence. We cannot record your child absent as 'unwell' so please let us know their symptoms on the message to save us calling you back.

Wherever possible, medical appointments should be made outside of school hours or during school holidays. Parents and carers will be asked to provide proof of the appointment if a pupil is late / collected early due to a medical appointment.

If you wish to take your child out of school for a planned absence (e.g. sporting event, music exam or holiday) please let us know by completing a leave of absence form, which is available from the school office. We would appreciate if parents can request leave as far in advance as possible, giving at least 2 weeks' notice.

Medicines

Please do not send any form of medicine in with a child in their school bags or packed lunches. We are able to administer prescribed medicines. If your child requires medicine in the school day, please contact the school office for more information.

On the Playground

Dogs

Dogs, other than trained assistant dogs, are not allowed on the school site at any time. At Meadow Vale we recognise that dogs are an important part of life for some of our families and, as such, are often included in day-to-day activities such as walking children to and from school. In our teaching we promote the relationship between people and their pets and accept and encourage the idea of pets as 'family members'. We do see pet ownership as a valuable educational experience for children. However, in the past we have also received much feedback from parents and carers, indicating that many found the presence of dogs in the playground stressful, even frightening, particularly for younger children. Like many schools, we do not allow dogs into the school site at drop off and collection times. We are concerned that even well-behaved dogs can behave unpredictably when placed in busy, noisy and crowded school environments and that this can lead to dog fights/snapping at each other. Children can also behave unpredictably when in the presence of dogs or when in contact with dogs and this can potentially lead to a child being bitten. Therefore, the Governing Body requests that no dogs should be allowed on the grounds of Meadow Vale Primary school (unless used as an aid to visual impairment or disability) at the start or end of the school day. Governors' also kindly request that dogs are not tied up and left unattended at the school gates as this can also cause stress and anxiety for both the dog, and children and parents walking past the dog.

Smoking and Vaping

Smoking or vaping is not permitted on school grounds at any time.

Scooters/Bikes/Skateboards

Wheeled toys not permitted to be ridden on the playground at the start or end of the day. If your child uses any of these modes of transport to get school, they should be dismounted at the school gates, and walked to the bike-sheds.

Lunches

When you join the school, your child will need to bring a packed lunch until you have received your child's lunch letter containing details of how to log into their account.

School dinners are free of charge for children in Reception, Year 1 and Year 2 (known as universal free school meals) but you will still need to order them through our school dinner system (SCOPAY) at least 24 hours before the meal required. School dinners can be ordered in advance through www.scopay.com/school.



The current school menu can be found on our website. If your child has any allergies that we need to be aware of, please note them in their admission pack, or contact the school office.

Collection Arrangements

Our school day ends with the gates opening at 3.10pm and classrooms releasing children at 3.15pm. School gates will then remain open until 3.30pm for parents and children to leave the playground.

If you are asking another parent to collect your child for you, you need to let the school office know by calling 01344 421046. This is so that we can confirm to your class teacher that your child is okay to leave school with your chosen adult.

If you are running late, and do not arrive at the school on time to collect from the playground, your child will automatically be brought to the office. We will call to confirm that they are now with us, and ascertain your arrival time. If you know you are likely to arrive late, it helps us if you can let us know, so that we can reassure your child that you are on the way.

Any children not collected by 3.30pm may be taken to our afterschool care (Beehive) and you may be subject to an emergency care charge.



Children in Year 5 and Year 6 Only

All children must be collected by an adult until they join year 5. Parents will be asked at the beginning of Year 5 to submit a general permission whether their child can be released from school at the end of the school day, or whether they should wait in school to be collected by an adult.

Mobile Phones

For safeguarding reasons, mobile phones must not be used by parents on the playground until you have left school site.

Year 5 and 6 children only are permitted to bring phones into school if they are walking home without adult supervision. Every phone will be switched off during the school day and handed to the class teacher on arrival. Phones will only be handed back to the children at the end of

the school day, and should remain switched off until they leave the school site. The school accepts no responsibility for loss or damage to these items.

Communication

Following parent feedback, we try to encompass most of the information you need regarding your child's school week and the week ahead in our weekly newsletter. This is so that parents do not become overwhelmed by a large amount of emails. We encourage you all to read the weekly newsletter every week to find an update of what your child has learnt this week, and advance information of activities coming up. Messages that are specific to your child may still be sent to your email box, or communicated via Tapestry for our early years children.

Parent Helpers

We always welcome extra help in the classrooms and on trips so if this is something that you are interested in, please contact the office and ask to complete an enhanced DBS application.