



Dear Parents/Carers

We thought it would be useful to send out some information about school life and administration at the start of each school year to help parents and children with transitions etc. So here it is! If you can think of anything else that it would be useful to know or that other parents may not, please let us know so we can add it in. This information will also be on our website and updated when needed.

### **Breakfast and After School Club**

'Early Birds' (Breakfast club) - 8.00-8.50am Monday to Friday. No booking required. Breakfast provided. £3.50 per child

Night Owls' (After School Club) - Monday & Friday 3.15-5.00pm. Tuesday-Thursday 3.15-5.30pm. Booking required, please email or call the office. Themed activities, snack provided, £5 until 5.00pm, £6.00 to 5.30pm, £3.50 short session until 4.30pm or after attending school clubs. Price will be charged according to actual pick up time.

### **School Uniform**

We ask all children to wear the following uniform:

- Navy school sweatshirt with logo or without/navy cardigan (available from 'yourschooluniform.com')
- White/pale blue polo shirt
- Black/grey trousers/skirt
- blue/white checked dress/grey shorts for summer

### **PE Uniform**

Children must wear the PE uniform for all sporting activities unless parents are advised otherwise. Football kits etc are not allowed for PE. Kits must be in school every day .

- Dark blue/black shorts
- White/pale blue PLAIN T-shirt
- Trainers

Please ensure all uniform is name labelled. Jewelry is not encouraged and children are asked to wear only stud earrings (one in each ear) which must be removed for PE.

## **School Dinners**

Hot school meals are available to order each day. They are provided by The Corbet School and are transported to school in specialist heated containers. Children can choose daily whether to have hot dinners or bring a packed lunch. Hot dinners cost £2.40 but are currently free under the Government's UIFSM scheme for all children from Reception to Year 2. If you think you may qualify for free school meals based on household income, please apply through the link in 'school meals' on the school website or ask for a form from the office.

Payment for dinners must be made in advance of ordering. If payment is owed, messages are sent out but this should not be treated as an invoice system. Anything over 3 dinners owed is classed as a debt by Shropshire Council and we should refuse to provide any more meals until it is settled. Payment is made through the Parent App link to Shropshire Council's website, selecting 'Schools payment'.

## **Tuck**

Children in Rubies class receive free fresh fruit each morning for their tuck. Emeralds and Diamonds children may bring in suitable snacks or purchase cereal bars/raisins from school at 20p.

## **Cashless Payments**

To pay for dinners, Early Birds/Night Owls or trips please use the payment tab in the Parent App or go to Shropshire Council Website and select 'schools payment' or click on the link on our website. You will need your child's URN number from school but please ask at the office if you don't have this already.

## **Parent App and Website**

We use a push notification system within the Parent App to communicate with parents on a regular basis. The App is used to communicate most correspondence between school and parents/carers so please ensure you have it on your mobile phone. An invitation link is sent to new parents/carers to enable this. We try to send as little paper as possible so it is essential at least one parent/carer has access to the app although you can have as many as you like – just request the link from the office. You will find lots of information on this eg. calendar dates, reply forms, dinner menu, letters home, class information, latest news etc.

The school website is also a great source of information

<https://standrews.westcliffefederation.co.uk/>

Email is a good way of communicating with school, particularly if you don't come to school due to work commitments etc. Just use the contact tab in the app or our email is [admin.nesscliffe@westcliffe.shropshire.sch.uk](mailto:admin.nesscliffe@westcliffe.shropshire.sch.uk)

## **Absence Notification**

If your child is unwell and unable to attend school, please ensure you use the tab in the Parent App to inform us, before 9am on the first day of absence. If we don't hear from you, we will need to check a child's whereabouts in accordance with our safeguarding procedures. We are unable to accept messages from siblings.

For planned absence due to medical appointments etc, please notify us in advance, with an appointment letter or card, for our safeguarding records. Please try to schedule appointments for out of school hours but if unable to do so, you will need to sign out your child in the school office before leaving.

Leave of absence requests for holidays etc will need a form from the school office which is then submitted to the head teacher. Holidays in term time are rarely authorised due to strict guidelines from Shropshire Council/Government.