



Plumberow
Primary Academy
Find your remarkable

Welcome to Plumberow Primary Academy

Information Booklet

September 2022



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Dear Parents/Carers,

This information pack is aimed at providing new parents and carers to Plumberow Primary Academy with accurate information regarding your child's education. The office staff will be happy to help with any questions you may have and you may find our school website useful in providing information that is not included within this material.

I should be grateful if you would complete and sign the documentation within the pack and return them to the school office as soon as possible. Please also provide a copy of your child's birth certificate and a proof of your address (copies can be taken at the school office).

Yours sincerely,

Mr T Bottrill
Principal

Timings of the school day

7.00am – Breakfast Club opens (Blue Hall)

8.30am – Gates open

8.40am – Arrival for all pupils, who go straight into class

8.50am – Morning registration

8.55am – Gates close

10.00am – Foundation Stage and KS1 break. All children are encouraged to eat a healthy snack at this time

11.00am – KS2 children break. All children are encouraged to eat a healthy snack at this time

12 noon to 1.00pm – Lower School lunch time

12.30pm to 1.15pm – Upper School lunch time

1.15pm – Afternoon registration

3.05pm – Gates open

3.20pm – School day ends

School Uniform

Plumberow insists that all children wear the school uniform and PE kit.

Girls

- Grey or black skirt, trousers, smart tailored shorts or pinafore dress - no leggings or jeans
- White shirt or polo shirt
- Pale blue summer dress
- Blue sweatshirt, cardigan or jumper
- Black flat heeled shoes, no boots or trainers

PE

- Blue PE athletic shorts
- Plumberow PE T-shirt
- Plimsolls or trainers
- Drawstring PE bag
- Navy blue tracksuit or jogging suit

Boys

- Grey or black trousers or smart tailored shorts
- White shirt or white polo shirt
- Blue sweatshirt, jumper or fleece
- Black school shoes, no trainers
- KS2 School Tie

PE

- Royal blue PE shorts
- Plumberow PE T-shirt
- Plimsolls or trainers
- Drawstring PE bag
- Navy blue tracksuit or jogging suit

Appearance for School

No pupil is allowed a haircut that is shaved lower than a grade 2. Designer haircuts (mohicans, tramlines etc.) are not permitted at Plumberow. Pupils are not allowed to have their hair coloured and nail varnish and make up is not permitted either.

From September 2019 all Key Stage 2 pupils will wear a Plumberow jumper, shirt and tie as part of their school uniform.

School uniform may be purchased from Danielle's in Hockley or Rochford. Please ensure your child's name is in all school clothing, lunch boxes and bags - unfortunately a large amount of lost property accumulates each term.

Attendance

There is a requirement for pupils to maintain 90% attendance in a school year. If your child's attendance falls below 90%, a letter will be sent to parents and you will be called to a meeting at the school, your child's attendance will be closely monitored by the school and local authority, until it reaches a minimum of 90%. Information on attendance is passed annually to the Department for Education, to Governors and to parents. Electronic registers are completed both in the morning and afternoon.

Children will be marked in late if arriving after 8.55 a.m.

Absence will only be deemed authorised on receipt of a letter or phone call from parents. This information is logged on the electronic register. Absence letters and copies of medical appointment letters will be stored in the school office.

If your child is absent due to a medical appointment, please provide the school with an appointment card or letter. Advance warning of dental/medical appointments is required (where possible) and should be reported to the office in order to be noted on the electronic register. Termly authorised/unauthorised absences will be monitored by the attendance officer and Headteacher who will pass concerns to the Educational Welfare Officer where lateness or unauthorised absences occur repeatedly.

Parents do not have a right or entitlement to take children on holiday in term time. However you may apply to the school for leave of absence if you believe there are exceptional circumstances. If the reason is not deemed to be exceptional, then the days taken will be unauthorised.

In no circumstances will children be allowed to leave school alone in order to attend a notified appointment. Parents must collect them from the office and return them to the office (not directly from and to the classroom). Parents must sign their child 'in' or 'out' at the office.

Leave of Absence – Exceptional Circumstances

Parents do not have a right or entitlement to take children on holiday in term time, however you may apply to the school for leave of absence if you believe there are exceptional circumstances. If the reason is not deemed to be exceptional, then the days taken will be unauthorised.

You will need to complete a leave of absence form, which can be collected from the school office, and provide a covering letter with the form.

Free School Meals

You may be aware that the Government currently allocates additional funding to schools in the form of 'The Pupil Premium Grant'. One of the criteria used to calculate this additional funding is the number of pupils at a school who receive Free School Meals (FSM). As the school receives additional funding, based on the number of children who receive FSM, we write to all new parents and carers, to ask them, if they believe that they may be entitled to claim FSMs for their children.

If you are eligible for and claim FSMs, your child will be provided with:

- A free school meal on a daily basis (all Foundation Stage and KS1 children receive this from the government)
- Financial support for Educational Trips.
- Support to access additional opportunities for your child's learning and/or well-being, such as music tuition or sporting classes.

To be eligible you must be receiving one of the following:

- Income Support or Income-based Job Seekers Allowance.
- Child Tax Credit with an annual taxable income of less than £16,190.
- Pension Guarantee Credit.
- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.

If you are in receipt of any of the benefits listed above please contact Mrs B Phillips in the school office.

Payments

All payments, including trips, dinners and swimming, are to be paid via our online system, ParentPay. All new families to the school will receive a username and password. We do not take cash or cheque payments.

School Website Information & News

Our school website holds all the relevant and useful information that you will need to know. All letters that are sent out are uploaded to the school website for you to access:

www.plumberowprimaryacademy.org

We are also on Twitter! Here you will find all our news and events that take place, so please follow us.

Every Friday, Plumberow emails out a whole school newsletter, foundation and year 1 newsletter. Please provide the school with your email address, so this can be sent to you. Unfortunately, paper copies cannot be provided.

Medication

In order to comply with the relevant Health and Safety Code of Practice relating to the Administration of Medicines to Pupils, it is necessary to advise you of the following:

- Parents or carers should inform the school office, in writing, of any medication required to be taken on a regular basis by their child, whilst on the school premises, for example asthma inhalers.
- If your child requires antibiotics, please ask your GP if it is possible to prescribe the medication in dose frequencies, which enable it to be taken outside of school hours.
- If you wish the school to administer prescribed medication, please ask at the school office for a 'Request to Administer Medication' Form, which must be completed in full and signed by the parent.

The medication must be supplied by the parent in a suitable container, clearly labelled with:

- The child's name
- The name of the medicine
- The method, dosage and timing of administration
- The date of issue
- The date of expiry

The medicine **MUST** be handed to the school office, to a designated member of the office team. A written record of medication administered will be kept in the office. The school has a right to refuse to administer medication.

Please note that it is the child's responsibility to remember to go to the school office at the appropriate time.

Home School Agreement

The aims of Plumberow Primary Academy are:

- Providing an environment in which the children feel safe, secure and happy and able to develop a sense of self-worth in order to become confident, independent learners.
- Establishing acceptable standards of behaviour, good personal relationships and respect for each individual.
- Building on success by having regard for each child as an individual and starting with what the child can do.
- Fostering the development of the whole child according to age, ability and aptitude with regard to academic, aesthetic, moral and spiritual, social, physical and emotional needs.
- Enabling every child to experience a curriculum that is broad, rich, varied and challenging and which meets the needs of the National Curriculum.
- Preserving children's rights to equal opportunities regardless of race, religion, gender, culture or disability.
- Valuing the partnership of parents and teachers and encourage good relationships with the local and wider community.

In with your admission forms, you will see a home school agreement. Please read, sign and return the form to the school office.

Useful Contact Details & Information

School Telephone number: 01702 203741

Email Address: contactus@plumberowprimaryacademy.org

School Website: www.plumberowprimaryacademy.org

