

*From little acorns mighty oaks
grow...*



A Handbook for Parents

2020



It is with great pleasure that I welcome you on behalf of the pupils, staff and governors of our school.

At Gentleshaw Primary Academy, we know that no two children are the same. All of our pupils have different interests, different talents and different skills. For this reason we place high emphasis on each child's individual needs and learning, in order for everyone to achieve their full potential.

Our highly dedicated, experienced and caring staff work hard to encourage and support all children throughout their learning journey. We work collaboratively with our school community and know that we can only achieve the very best for all of our pupils by working closely with parents and carers.

If you have any further questions or queries, please do not hesitate to contact our school office or visit our school website: www.gentleshaw-squirrel.com

We look forward to the start of our journey together.

Yours,

G. Parsons

Headteacher

There are many things that you may want to ask when your child joins Gentleshaw

Here are the answers to a number of frequently asked questions.

What if my child is sick?

- We ask that children are not sent to school unless fit and well enough to participate in all normal activities.
- If your child is unwell we ask that you contact the academy office as soon as possible explaining the reason for absence.
- If your child is taken ill at school or has an accident, the school will notify you or a nominated contact as soon as possible.

My child has allergies, what should I do?

- Please inform the academy of any allergies your child has. **THIS IS VERY IMPORTANT.**
- If your child develops an allergy or school information requires updating, please inform the academy office as soon as possible.
- Please be aware that due severe nut allergies within school, we are a **NO NUTS SCHOOL.** Children must not bring any food products that contain nuts to school.

What if my child is to be absent for a reason other than sickness?

- As a school we cannot authorise holidays during term time. If you are planning removing your child from school for a trip we ask that a holiday form is collected from the office and completed in order that we have a record in school.

What if my child is late?

- Learning at school starts from when the children enter the academy building, therefore punctuality is very important. Our school gates close at 9.00am each morning. If children arrive late they will need to enter school through the main office and be marked as late on the school register.

What if the weather is bad?

- During times of inclement weather, children are supervised in their classrooms during break times. If there is snow, we will keep all parents updated using the text messaging service, our school website and twitter account.

Can my child bring sweets, toys or valuables to school?

- Children are not allowed to bring toys or valuables to school. This prevents arguments over ownership and removes any temptation to take other's property.
- As a health promoting academy we do not allow sweets in school, children may purchase fruit, milk and toast during the mid-morning break as a healthy snack.

What if my child has a dental / medical appointment and will be late arriving?

- Where possible, the academy Office Manager and class teacher should be informed the day before the appointment.

What if I need to see the Headteacher or class teacher?

- There may be occasions when you wish to speak to the headteacher or class teacher. In these circumstances please contact the school office and an appointment will be made at the earliest convenience or arrange a time with the class teacher after school. Alternatively, you can email the academy office.

What if my child forgets lunch, equipment etc?

- If your child forgets their P.E kit, reading book or lunch etc. it can be brought to the school office. It will be passed onto the child, or the class teacher as soon as possible.

Parental Involvement in School

As an inclusive community we very much welcome parents and visitors to our school.

Parents can help the school by volunteering to assist in the classrooms, under the supervision of the class teacher.

In addition, our F.R.O.G.S (Friends and Relatives of Gentleshaw School) are always looking for support and new members to support in arranging events and fundraisers.

If you are interested in helping in school on a regular basis then please see the class teacher.

Parental Involvement at Home

At home you can help your child in many ways:

- By playing games to help reading and spelling.
- Sharing a book or reading bedtime stories.
- Using a computer or tablet with your child.
- Outdoor games and sports.
- Reading letters that your child will take from school to home.
- Keeping yourself up to date with our school website and twitter account.

A Day at Gentleshaw School

School begins

The school gate opens at 8.40am each morning. From this time children enter the school through the door by the quadrangle. At this point your child will put their bag, coat etc. on their school peg or in their locker. Morning work begins in each class at 8.40 until 9.00am each day. Children arriving after this will miss vital learning time and be marked as late.

Morning break 10.25 – 10.40am (Key Stage 1) 10.40am-10.55am (Key Stage 2)

Children may like to purchase toast or juice from the Healthy tuck shop at a cost of 25p per item. You can purchase an academy water bottle via our online payment system. We encourage children to drink water throughout the day.

Lunch break 12 noon-12.55pm (Key Stage 1) 12.30 – 1.25pm (Key Stage 2)

We encourage children in Reception, Years 1 and 2 to have a hot school meal, which are funded by the Government. The school menu can be found on the school website and children get to choose what they would like to eat for lunch each morning during registration. Children may bring a packed lunch if parents prefer. Parents of any children with food allergies or specific dietary requirements should inform the school.

School finishes at 3.15pm (Nursery and Reception) 3.20pm (Key Stage 1 and 2)

It is important to inform the class teacher and/or school office if someone else other than the parent/carer will be collecting your child. If we do not know who is collecting your child then we will not be able to release them from the class.

At Gentleshaw we take pride in wearing our school uniform and ensuring that we look smart at all times. We expect all children to wear the agreed school uniform.

Uniform

Red Sweatshirt / Cardigan with school badge
White blouses, shirts or polo t-shirt
Grey trousers /grey shorts
Grey skirts / grey pinafore dress
Black, low heel shoes

In Summer

Red and white checked summer dress
Short sleeved white shirt
Grey shorts may be worn

In the events of accidents we will provide alternative clothing, which should be washed and returned to school.

Physical Education

T-shirt – red, yellow, green or blue (Team Colours)
Black Shorts
Black elasticised pumps (not laces) for PE lessons.
Hooded sweatshirts and track suits for colder days

No jewellery should be worn to school, only stud earrings may be worn.

Long hair should be tied back at all times.

Please note:

**ALL ITEMS OF CLOTHING SHOULD BE CLEARLY
LABELLED WITH THE CHILD'S NAME**

We believe that by working together in partnership, your child will receive the best possible start to life at Gentleshaw Primary Academy

Contacts:

Gentleshaw Primary Academy
Darlings Lane
Gentleshaw
Rugeley
Staffs
WS15 4LY

Tel: 01543 227 420

E.mail:

office@gentleshawprimary.academy

headteacher@gentleshawprimary.academy

www.gentleshaw-squirrels.com