

Welcome

to



September 2022

Bryn Offa Staff

Headteacher: Mr P Thompson

Class 1 Teacher: Mrs C Prior/Mrs E Machin

Class 2 Teacher: Miss S Richards

Class 3 Teacher & SENCO: Miss R Harvey

Class 4 Teacher & Deputy: Mr G Jones

Class 5 Teacher: Miss L Hyde

Mrs Maxfield is currently on Maternity Leave. Her teaching post is being covered by Miss Richards and her SENCO role is being covered by Miss Harvey until she returns to school in March 2023.

School Administrator: Miss K Morris

Teaching Assistants: Mrs K Dibbins Ms K Hughes
Miss H Owen Mrs E Owen
Mrs S Taaffe
Mrs S Cadwallader- Maddocks

Higher Level
Teaching Assistant: Mrs C Hartland

Lunchtime Supervisors: Mrs S Cadwallader-Maddocks
Mrs S Longhurst
Miss I Astley Miss L Kerrison
Miss N Owen Mrs S Taaffe

Kitchen staff: Mrs L Evans
Mrs W Astley
Mrs A Joy

Cleaners Mrs A Joy
Mrs C Edwards

The School Day

The green gate at the side of the school building and the back door are opened at 8.45am. All children must be supervised by an adult or guardian until this time. In the morning, the children enter the school building via the back door.

The bell for morning registration rings at 9.00am and at this time the back door to the school and the green gate will be closed. Any children arriving after this time will receive a late mark in the register.

Morning break 10.30am - 10.45am

Lunch 12.00pm - 1.00pm

End of school day - 3.15pm

The children in Class 1 and 2 also have an afternoon break at 2.15pm for fifteen minutes.

At the end of the school day, the children in Classes 3, 4 and 5 exit the school building onto the playground through the back doors. The children in Class 1 and 2 exit the school building via their classroom doors.

Please note that the children are not allowed to leave the school premises through the green gate without a parent/guardian.

The only dogs permitted on the school site are guide dogs.

Getting Your Child to School

By School Bus

If you live in an area eligible for the free school bus and would like your child to use this, applications can be submitted online at <https://shropshire.gov.uk/school-transport/>

You can also apply over the phone with the Council's Customer Service Team by calling 0345 6789008. You are welcome to complete the paper form enclosed with this pack and we will submit to County on your behalf.

The children are escorted by staff off the school bus into school in the morning and onto the school bus at the end of the day.

By Car

For safety and environmental reasons, we would like to keep the use of cars to a minimum and would encourage parents to walk their children to school if they are able to. If you have no other choice than to use the car, please ensure you park safely and considerately in the top car park only. The car park outside the front of the school is for staff only. The bus lane on the top car park needs to be kept clear to allow the school buses to access and exit the car park safely.

The Cross Guns landlords have allowed parents to park in their car park as long as it is done considerately but the pub car park cannot be used for events at school such as Sports Day.

Due to the nature of the roads around school, we have very few children who come to school by bike or scooter. We therefore do not have a place where bikes or scooters can be stored or locked up at school.

Things Your Child will Need

School Uniform

Please ensure that all your child's school uniform and equipment is labelled clearly with your child's name. Sewn in labels are best as handwritten names often wear off in the wash. Things only tend to get lost if they don't have a name on them!

School sweatshirts and cardigans can be purchased from the School Shop Direct website (<https://schoolshopdirect.co.uk>) or by telephoning them direct on 01743 440449. The remaining items of uniform can be purchased from most supermarkets or clothing stores.

Boys

- School sweatshirt or navy jumper
- Plain grey or black trousers or shorts
- Plain white polo shirt or shirt

- Black shoes or sandals (buckle or velcro fastenings please if your child is unable to tie their own shoelaces). Please also note that socks must be worn with both shoes and sandals.

Girls

- School sweatshirt/school cardigan or navy jumper/cardigan
- Plain grey or black trousers, skirt or pinafore dress
- Plain white polo shirt or blouse
- Checked or striped summer dress in blue and white
- Black shoes or sandals (buckle or velcro fastenings please if your child is unable to tie their own shoelaces). Please also note that socks must be worn with both shoes and sandals.

Items of jewellery (other than a watch) should not be worn. Stud earrings are permissible but may not be worn for PE - if they cannot be removed they should be taped over with an appropriate low adhesive medical tape. **Makeup, nail varnish and tattoos are not permitted in school.**

PE Kit

A full PE kit is essential. We encourage parents to bring their child's PE kit into school on the first day of term and for it to be left in school for a whole half term. As with other items of uniform, all items must be labelled including the PE bag and should include:

- White or navy plain shorts
- White or navy plain t-shirt
- Tracksuit bottoms/leggings and top for outdoor PE (these items are not needed in the Summer)
- Plimsolls or trainers

Book Bags

Book bags can be purchased from the School Shop Direct website (<https://schoolshopdirect.co.uk>) or by telephoning them direct on 01743 440449.

It is useful if your child's book bag could have an accessory such as a key ring attached to the handle to make it easier for them to identify which bag is theirs. Key Stage 2 children tend to bring their own rucksack but these should be kept to an appropriate size please due to lack of space in the cloakrooms.

Term Dates

Please see the calendar attached to the back of this booklet for the Term dates for this academic year.

Electronic Payment System- Edu Spot/School Money

As children in Key Stage 1 (Reception, Year 1 and Year 2) are eligible for free school meals, payments for school dinners only need to be made for children in Key Stage 2 (Years 3 to 6).

Payment for trips and clubs should be made via the School Money website and you will receive text message alerts when a payment is required. A Parent User Guide for the website is enclosed with this admissions pack.

Once Miss Morris has received your contact details, you will be set up on the system and you will be sent your login details. These will be sent to the email address and mobile number you have provided as the main point of contact on your child's registration form.

Electronic Email System- Teacher 2 Parents

We use a parent emailing system for the majority of important communications. It is important that the email address we have for you is accurate, and you inform us when you change it. Emails will be sent to the email address of the main point of contact on your child's registration form. If you wish emails to be sent to additional email addresses, please let Miss Morris know.

Please note that all time critical messages to us need to be made by phone and not email. An example would be any changes in end of day arrangements.

When you Need to Contact Us

Absence from School because of illness

If your child is absent from school because of illness, please telephone or email us to let us know the reason before 9.30am on the morning of absence. If your child is absent for more than one day, please notify us each morning to keep us updated.

Please note that if your child is suffering from sickness or diarrhoea, they will need to remain off school for 48 hours after the last period of sickness or diarrhoea. This follows the Public Health England Guidance on Infection Control in Schools and Other Childcare Settings.

Administration of Medication

If your child needs medication during the school day, please contact Miss Morris in the School Office. Medication will only be administered by staff where a parental request has been made on the official form available from the School Office. Where possible, medicines must be in the original container from the pharmacy labelled with the child's name and dosage details. Please contact Miss Morris in the School Office if you have any queries regarding this.

Health Matters

If you have any concerns about your child's health or if he/she has a medical condition that we should be aware of, please let us know before he/she starts school. We can then discuss the matter with you and be fully aware of and prepared for any possible difficulties.

****It is really important to keep us informed in writing if there are any changes to your child's medical condition****

Changes in Dropping Off and Picking up Your Child

It is essential that we are kept informed about your arrangements for dropping your child off in the morning and picking them up at the end of the school day. Please contact the School Office by telephone by 9.00am wherever possible if there are changes to the end of day arrangements for your child. If your child is

going to be collected by someone who does not normally collect them, a person who is unknown to the school or another parent, please notify us as soon as you can.

Please do not email us regarding changes to end of day arrangements in case your email is not picked up- please telephone to notify us of any changes. If Miss Morris is unable to answer the telephone, please leave a message and she will call you back.

Medical Appointments/Authorised Absences

We appreciate that it is not always possible to book medical appointments outside of the school day. If your child does need to attend an appointment, please let Miss Morris know in advance of the appointment. Please also provide proof of the appointment (e.g. appointment text, hospital letter). Failure to do this may result in the absence being unauthorised.

It is not possible to authorise holidays. If you choose to take your child out of school for a holiday, this will be unauthorised and you could be issued with a fine. If you feel an absence would be classed as "special circumstances", please ask Miss Morris for the relevant form which needs to be completed and returned to Mr Thompson. Further information can be found at:

<https://www.shropshire.gov.uk/schools-and-education/school-attendance-or-exclusion/pupil-leave-of-absence/>

Food and Drink

School Lunch

Every child in Reception, Year 1 and Year 2 is entitled to receive a free school lunch. However, children are not forced to take up the offer of a free hot meal, and are allowed to bring a packed lunch if they wish. A school lunch for children in Year 3, 4, 5 and 6 if they wish to have one costs £2.32 per day.

School lunches do not need to be pre-ordered. A lunch register is taken by the teachers during morning registration. All meals are cooked on site by our catering staff, with high quality ingredients, sourced locally wherever possible. Specific dietary requirements are catered for, and menus are always available in advance. Sometimes there may have to be slight changes to the menus due to unforeseen circumstances but we will endeavour to let parents know if this happens.

Nut allergy

As we have a child in school with a serious nut allergy, please do not send your children to school with any products that contain nuts. This includes products that may contain traces of nuts. Potential allergens could include the following:

- Spreads, e.g. chocolate spread
- Some types of biscuit containing nuts
- Condiments, e.g. satay sauce
- Cereal bars
- Cakes containing nuts
- Some snack pots containing nuts

It is important that you check the labelling of food products before sending your child in to school with them - it is not always apparent that products contain nuts or traces of nuts.

School Fruit/Veg Scheme

Every child in Key Stage 1 (Reception, Year 1 and Year 2) is given the option of having one piece of fruit/veg each day free of charge, which they are given during morning breaktime.

Break time snacks

Free fruit and vegetables are provided for all the children in Reception Year 1 and Year 2. Children can bring their own snacks but as a Healthy School, we only allow fruit or vegetables for snacks at break time that have not been processed in any way. Dried fruit is allowed but only if it doesn't have any added sugar or fat.

Water in School

At all times of the year, the children are given free access to drinking water through the use of the water fountains and their own water bottles. Water bottles must be labelled with your child's name and must contain only water.

Milk in School (Cool Milk)

Up until the age of five, your child will be provided with a third of a pint of milk each day free of charge. After they turn five, you will be given the option to continue this but will be charged. A letter regarding this is enclosed with your admission pack.

Celebrating birthdays in school

We will be happy to celebrate your child's birthday if it falls on a day when they are attending school. However, because we promote healthy eating in school and because we have children with allergies, we ask that parents do not send food or gifts in for the rest of the class.

Keeping Parents Informed

Informal Meetings

We are keen to build relationships with all our parents so we can work in partnership to support the children. Parents are very welcome to come into school and talk to class teachers, Mr Thompson or other members of the school staff. We have an open door policy where staff are available briefly at the beginning and end of the day if you would like to talk to them.

If you would like to talk to staff for longer, please arrange this with the member of staff concerned or make an appointment through the School Office. Staff are always happy to contact parents by telephone at the end of the school day, or at lunchtime if this is possible. Please do not hesitate to contact us, no matter how small your concern may appear to you. A five-minute chat is often all that it takes to clear up misunderstandings and put minds at rest.

You are also welcome to email the Class Teachers if you have any queries or concerns on the emails below:

Class1@brynoffa.shropshire.sch.uk

Class2@brynoffa.shropshire.sch.uk

Class3@brynoffa.shropshire.sch.uk

Class4@brynoffa.shropshire.sch.uk

Class5@brynoffa.shropshire.sch.uk

Parents' Evenings

Parents' Evenings are held in the Autumn and Spring Terms, with an additional Open Day in the Summer Term. We offer a choice of two dates, and afternoon and early evening appointments. Parents are given a timed, 10-minute individual appointment when they are able to discuss their child's progress with the class

teacher. Children's work is available for parents to look at either before or after the appointment time. At the end of the Summer Term parents receive an academic report and are invited to attend an informal Open Afternoon to view their children's work.

Letters and Newsletters

We make every effort to try and ensure that our letters get to you, but "pupil post" is not always very reliable unless bags and pockets are regularly checked! While most communication is now sent out by email, it is a good idea to check your child's bag each evening just in case. Letters and information will also be available on the school website.

Bryn Offa Parent-Teacher Association (BOPTA)

We have an excellent PTA, which holds events to raise money throughout the year which is used of the benefit of the pupils. New parents are always welcome to support this hard working association. For further information, please email

BOPTA@brynoffa.shropshire.sch.uk

What Next?

Hopefully this booklet has given you all the information you will need to make your child's start at Bryn Offa CE Primary School as easy as possible. However, if you have any queries or concerns, please do not hesitate to get in touch.

The school's address is:

Bryn Offa Church of England Primary School, Rockwell Lane, Pant, Oswestry,
SY10 9QR

Telephone: 01691 830621

Website address: <http://brynoffa.shropshire.sch.uk/>

E-mail: admin@brynoffa.shropshire.sch.uk
head@brynoffa.shropshire.sch.uk