



# New to Abbotsweld Information Pack



## **Welcome!**

It is with pleasure that I welcome you to our school community. We are an aspirational school devoted to pupils reaching academic success, having positive wellbeing and great physical development. We motivate pupils to flourish through our curriculum, which includes our bespoke Sense of SELF Programme and Pupil Athlete Pathway.

Pupils at Abbotsweld further succeed by taking advantage of our enrichment programme whether it be political debate, performing on stage, playing out on the sports field, being a part of a pupil voice programme, leading a charitable activity or through one of the many clubs available.

We look forward to having you be a part of the Abbotsweld community, this booklet is designed as a quick guide to all of the things you need to know. It includes information that will help you before your child starts and their first day, as well as information about other key aspects of school life.

You'll find various top tips which are things other parents have found helpful to know and wanted share. Top tips are easy to spot and look like this:



Thank you for taking the time to read through this, we hope it makes starting at Abbotsweld Primary Academy that much easier. And thank you in advance for your support to ensure that your child achieves here at our school.

Mrs Benson

Head Of School

## **Key Staff**

Mrs Benson – Head Of School

Miss Biagioni – Deputy Head

Miss Millross and Mrs Ford – Administration Office Staff

## Day 1 Checklist

- o School Bag
- o Drinks Bottle
- o Coat
- o Healthy snack for morning breaktime (KS2 only- this is provided in EYFS and KS1)
- o Uniform labelled

When arriving at Abbotsweld for the first day, please bring them to the office where they will be greeted and a member of staff will take them to their class.

New to Reception September intake – Please bring your child to the EYFS gate situated within the KS1 Playground.

## The School Day

### EYFS

8.35am: Doors Open for beginning of school day

8.45am: Doors Close

3.30pm: School day ends

### KS1 and KS2

8.35am: Doors Open for beginning of school day

8.45am: Doors Close

3.45pm: School day ends

The school office is open at 8.30am and closes at 4.00pm. The best way to contact the school office is via email so that it can be forwarded to the most relevant member of staff.

## Collecting your child from school

EYFS (Reception) finish at 3:30pm each day and will need to be collected from their classroom.

KS1 (Years 1 and 2) finish at 3:45pm. Children will be released to you in the playground.

LKS2 (Years 3, 4) finish at 3:45pm. The children are escorted onto the playground by their teacher and released once the teacher sees you.

UKS2 (Years 5 and 6) finish at 3:45pm. The children are escorted to the dining hall by their teacher and released once the teacher sees you.

In Year 6 some parents choose for their children to walk home. We advise that this is done, only when it is light outside. The school will need written permission before any child is allowed to do this.

The playground is busy at home time so try to stand in a similar place each day and when you see your child is next in line, give the teacher a wave so they spot you quickly. This helps enormously and speeds up the process for everyone!



If somebody different is collecting your child from school, please tell the office. If we have not received notification, the class teacher will not allow your child to leave with them.

## School Uniform

White polo shirt/shirt with school logo

Red sweatshirt or cardigan with school logo.

Plain grey skirt, or plain grey trousers (not leggings/jeans or skinny trousers).

In the summer, children may wear a red and white check/gingham uniform dress or grey tailored knee length shorts.

Grey, white, or black socks or grey tights.

Black shoes (either lace-up, Velcro, zip or buckle fastening)

In addition, children may wear a watch and **small stud** earrings but no other form of jewellery.

Hair accessories should follow school colours and be smart.

There should be no make-up or nail varnish worn in school.

## PE Kit

Coloured house t-shirt with logo

Black tracksuit (joggers and hoodie) with logo

Plain black shorts, white socks.

Trainers

No earrings, tape should not be used and earrings must be removed by the child.

At Abbotsweld

Uniform and PE Kit is available from Top Form

**Top Form Schoolwear Ltd**

90-91 The Stow

Harlow, Essex

CM20 3AP



Use sew in or iron on name labels in EVERYTHING! 30 red sweatshirts look the same and often pen becomes illegible or wears off after a few washes!

## **Child Absence**

If your child is going to be absent from school please ring before 9:00am on the first day. You will be able to leave a message stating name, class and reason for absence. If a specific reason has not been left we may call you back. When a child is absent from school and no call has been received, we will call you to find out why your child is not in school.

Please ring the absence line on 01279 630120. Contact should be day on each day that your child is absent.

<https://www.abbotsweld.netacademies.net/Parent-Information/Absence/>

## **Attendance**

Our school target is 97%.

Each week in collective worship we present a trophy to the class with the best attendance. They get to keep the cup in their class for the week.

At the end of each term, children who have achieved attendance of 98% and above are recognised and rewarded with a certificate.

## **Lost Property**

Please name all items of clothing.

We gather many items of lost property each term.

The lost property boxes can be found in the main entrance of the school.

School cannot accept any liability for property lost on the premises.

## **Lunches**

### **School Dinners**

There is a three weekly menu, which can be seen on the school website, offering a wide range of food including puddings.

### **Packed Lunches**

At Abbotsweld we promote healthy eating. Chocolate and sweets are not allowed. We are a NUT FREE school due to children and staff with nut allergies so no peanut butter or chocolate spreads. Please ensure any packed lunches are nutritious and balanced. Parents will be informed if we feel they are not balanced and nutritious and will be asked to provide something alternative.

### **Healthy Snacks**

In EYFS (Reception) and Key Stage 1, fruit and/or vegetables are offered free of charge every morning playtime.

In Key Stage 2, children can bring in their own snack as long as it's healthy. No crisps, chocolate, nuts, sweets or fizzy drinks allowed.

<https://www.abbotsweld.netacademies.net/Parent-Information/Meals/>

All school lunches are paid for on our Parent App called Arbor. You will be sent a login link via email when your child starts school

Under the Government's Universal Infant Free School Meals Scheme, all children in Key Stage 1 are entitled to a free school meal. You are welcome to bring a packed lunch in, if you prefer.



## Payments

At Abbotsweld we use Arbor for dinner payments and school trips. Arbor is an online payment facility which enables you to make payments to school at any time to suit you. You will be given a letter with your login details and once you have activated your account all the amounts you owe to school will be clearly visible on your home page.

If you have any concerns or worries about using Arbor please pop into the school office for advice and help.

## Benefits

It is important for us to know if you are in receipt of certain benefits. Additional funding can be claimed for the school to give you entitlement to FREE school lunch throughout their time at school and improving their education journey at Abbotsweld further. Please contact the school office for more information.

Your child may be able to get the above if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

## Communication with school

We know how important it is to feel well informed and in touch with the school, so there are lots of ways that school communicate with parents and help you stay up to date:

### **Arbor and email**

Abbotsweld Academy uses Arbor, an email based system, to share a huge range of information and is a key route for communication.

### **Abbotsweld Newsletter**

Each month you will receive Abbotsweld's newsletter via Arbor. It showcases events that have happened during the previous weeks and tells parents what has been happening in school along with key dates.

### **School Website**

The school website is a fabulous information tool. Have a look here for the school calendar, information on staff and loads more. The school website is <https://www.abbotsweld.netacademies.net/>

### **Talking to your child's teacher**

If you would like to contact your child's teacher you have a number of options including; emailing the school office, have a brief playground discussion with the teacher at the end of the day or telephone the school office and leave a message for the teacher and they will call you back when they can.

## Homework

Homework consists of reading daily, mathematics and spelling (this differs in EYFS). It needs to be completed weekly. This supports their learning in school and promotes the relationship between school and home.

## House Groups and Dojo Points

Each child is placed into a house group when they join Abbotsweld Academy. This will enable children to earn their own individual points which contribute to their overall house total. The houses have been named after important figures that have made significant contributions to British history.



Brunel



Pankhurst



Darwin



Nightingale



Shakespeare

Each week your child can gain Dojo points for the following:

- Behaviour – inside and outside of class
- Trying their best everyday
- Taking pride in the presentation of their work
- Good manners
- Living the school values

**'At NET Academies we are committed to safeguarding and promoting the welfare of children and expect all staff, governors and volunteers to share this commitment.'**

**Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.**

**We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.'**



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