



Civitas Academy

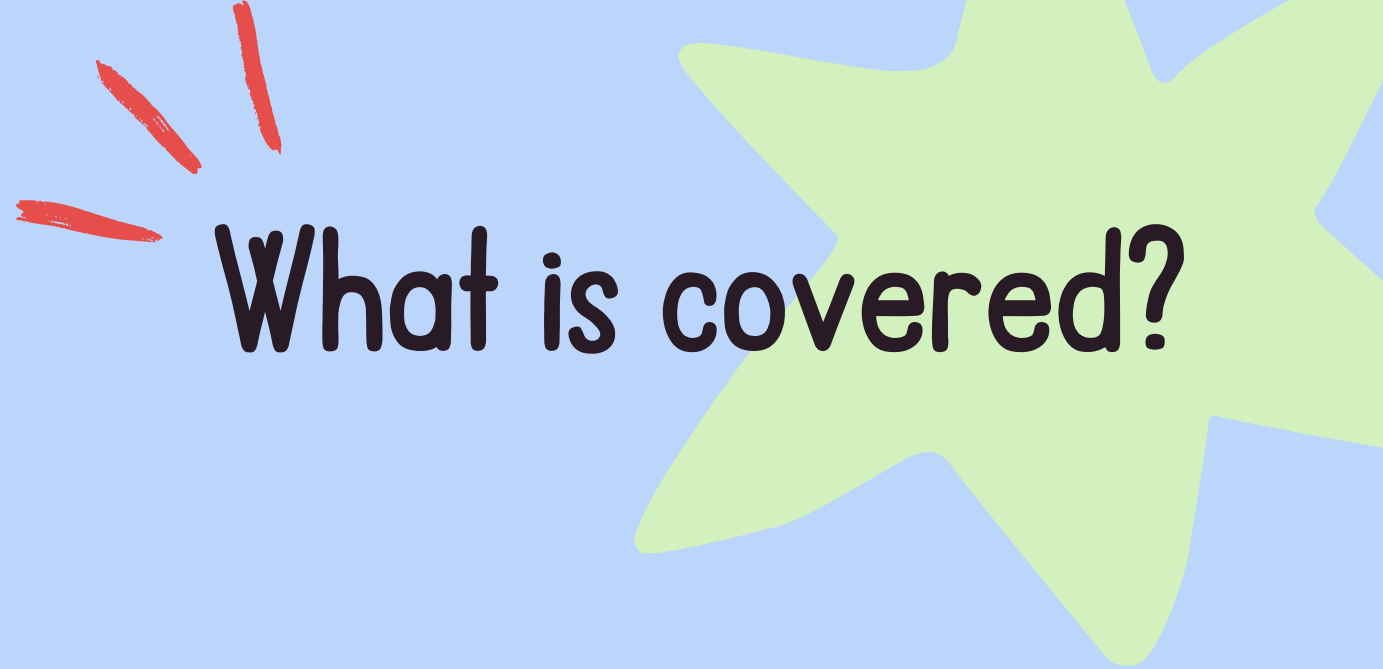
EYFS - Admissions 26/27



Coffee morning

FREQUENTLY ASKED QUESTIONS

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What is covered?



SCHOOL UNIFORM



Do I need to buy the branded uniform?

- ★ While the school branded clothing is always something we would like to see our children wearing, it is not essential, non-branded items can be worn and you are not obliged to purchase the branded uniform.

When do I need to have school uniform ready?

- ★ Full school uniform is required from your child's first day at Civitas

- ★ For full details on the school uniform, please visit [the uniform page](#) on our website

School Meals

★ Does my child have to have school meals?

No, your child can have a packed lunch, brought from home and this should be a healthy balanced meal. Remember we are a Nut Free school, so there should be no nuts in any food brought to school - this includes all chocolate spreads, as we are unable to ensure they do not contain nuts

★ Do I have to pay for school meals?

Not while in Reception up to Year 2, school meals are currently free of charge, as part of the Universal Infant School Meals programme.

From Key Stage 2, you will have to pay for school meals, unless you are eligible for Free School Meals.

★ Do you cater for dietary needs and allergies?

Yes, if your child follows a particular diet (Halal, vegetarian etc.) or has allergies to foods then this can be catered for, please make sure you declare this on the admissions form and if your child has an allergy Mr Wall will be in touch.

THE SCHOOL DAY

★ What time does the school day start and finish?

- The teaching day is 8:55am to 3:15pm (for EYFS and Key Stage 1)
- The school gates open in the morning at 8:40am and close at 8:55pm
- The school gates open in the afternoon at 3:15pm and close at 3:30pm
- Arrivals/collections when the gates are closed are to be done through the school office.

★ I need to drop off my child earlier and/or collect later, what options are available?

If you need to drop off early, or collect late then you need to book your child in with our wrap around care provider - GoBeanies.

GoBeanies offers care from 8am before school and after school until 6pm. There is a charge for this service and you will need to register and book in advance.

There are also childminders and other wrap around care providers that will collect and drop off at the school.

You can find more information on the [Reading Borough Council website](#)



CLASS ALLOCATION



When will you find out what class your child will be in?

- ★ We will complete the class allocations, ready for the transition morning on the 8th July.
Your children will spend time in their classroom, along with their classmates and teacher.



- ★ We will communicate out to families shortly after the transition morning, confirming the class allocations, once we are happy the children are in the right classroom.



Absences during term time



★ What should I do if my child is unwell?

We understand that there will be occasions where your child will be unwell. We ask that you follow the NHS guidance on illnesses before deciding whether your child should miss school. We also follow this guidance and will advise of the school expectations about the absence. If you decide your child is not well enough for school then you should notify us as soon as possible, the different ways in which you can notify us can be found on the attendance page on our website.





Absences during term time



★ My child has an appointment during the school day?

We understand that certain appointments (e.g. hospitals, dentists, GPs and any embassy/visa renewal appointments) are often difficult to get and you are provided no choice about when these occur. Simply forward the appointment notification/confirmation to the school office and we will advise on the attendance expectations surrounding the appointment.

Other appointments, such as opticians, where bookings are easily available after school and at weekends should only be made outside of school hours and we will request that these are rebooked, to avoid missing time in school.



Absences during term time



★ Can I take an absence from learning (term time holiday)?

Starting reception is a pivotal moment within a child's education. There is not a time where children will learn more than in their 1st year at school. Children learn not just academic skills (reading, writing etc.), but also social skills (begin to form lasting friendships) and understanding of school expectations throughout their first year of education.

There are **only 39 weeks** of school in the academic year and this time is needed to provide your child with the best possible opportunities and outcomes, as such absences from learning are not authorised during term time and these should only be taken during the school holiday.



Communication

★ How does the school communicate with parents/families?

We have several channels for communication, these include:

1. School website - key information, including school policies, term dates and calendar are listed on our website
2. Weekly newsletter - sent out on a Friday afternoon, provides you with updates from each year group and from around the school. These are then placed on the school website
3. Email - we send emails on Tuesday and Thursday after school, we do this to avoid you being overloaded with emails from us
4. Telephone - there may be times where we need to reach you quickly and this will be done by phone (starting with priority 1 contact) and if you do not answer we will leave a voicemail and move onto the next contact in order of the priority you supplied
5. Instagram - We regularly post updates, reminders and interesting stories on our Instagram account it is a great way to see what we are up to.

Communication

How can parents contact the school and/or teacher?

★ We recommend that important communication is done either by phone or email to the school office, where messages can be quickly passed to the best person to deal with your query, some requests may take up to 5 working days for a reply to be given. The office can be reached by:

1. Telephone - 0118 467 6720
2. Email - office@civitasacademy.co.uk
3. Website - [filling in the contact form](#)

Please note: The school office should always be the 1st point of contact for absence reporting or any changes to collection arrangements.

★ If your query is for the Early Years team, you can email them directly and you will be provided the email address in September.

★ If you have a question for your class teacher, you can ask when you are collecting your child. If your question needs a longer answer, your teacher may ask to make an appointment with you at another time.