**Information sharing:**

From the outset it’s important that we get to know the students joining us as fully as possible. Much of the information we receive from your child’s current primary school and includes information on medical needs, communication support, specialist equipment used, any Behaviour support, moving and handling information as well as emergency contact details. You as parents play a crucial part in this process as the more we know the better we will be able to support your child

**Q** How is information securely shared?

**A** Information is sent in accordance with GDPR by email in password protected files

**A** Information about students is share with the teaching staff and support staff once class lists are finalised so they can best prepare to receive the new cohort.

**Visits**

**Q** Will my child be able to meet new staff team and see their new school environment?

**A** Each student will have the opportunity to spend up to 2 days at The Meadows School ( across 2 half day visits as well as a whole school transition day), familiarising themselves with new staff and their new learning environments. In addition to this, a representative from The Meadows school will also meet your student at the feeder primary school prior to them coming to The Meadows. The Meadows staff team have put together a social story and also a short video clip showing the new learning environments and teaching staff these can be viewed in the transition resources below.

**Q** How do I arrange a tour of the school prior to my child starting at The Meadows?

**A** Parents can contact the Pastoral Team at school on 0121 569 7089

**Starting at the Meadows**

**Q** How do teachers communicate with parents?

* Communication is sent via text message from class teachers and also for reminders for upcoming events. **It is crucial that we always have the most up to date contact details for you**
* Class staff cannot answer phone calls during teaching hours but the Pastoral team will take a message or assist where possible.
* Two parents evenings per year.
* Half termly newsletters are sent out.
* Families have access to class DOJO where they can message class teams and teaching staff

**Q** Will my child be expected to wear a school uniform?

**A**

* School uniform is not compulsory, but if you choose to purchase uniform for your child the School colours are Navy, White, Grey or Black.
* Sweatshirts  -  Navy Blue
* Blouses/Shirts/T-Shirts - Plain White
* Skirts/Trousers/Jogging Pants/tunics/salwar – Grey or black
* Socks/tights  - Grey, Black or White
* Outdoor shoes/trainers/boots - Black
* Can purchase school badge at reception for £2.00 each.

**Q** What curriculum will my child access?

**A** for more information on The Meadows school curriculum please see the curriculum pages on the website by following this link <https://www.themeadows.sandwell.sch.uk/curriculum>

**Routines,**

**Q** What time does school start and end each day?

**A**

* Yours child’s attendance is highly important to the progress they make in school.
* Children who regularly arrive to school late are less prepared for lessons, and can miss important parts of their learning.
* The school day is 8:50 a.m. – 3 p.m.
* Medical appointments – Evidence required
* Holidays in term-time **are not permitted except in exceptional circumstances.**
* **Please refer to School attendance guide for families.**

**Q** What does the school offer in terms of school meals and snacks ?

**A**

* Lunch is £2.50 per day / £12.50 per week – lunches are paid for via the School Gateway App.
* Money can be paid in advance, but, no more than one week in arrears.
* Snacks – Please send a healthy snack and drink for morning break times.
* Tuck shop available which sells toast, bagels and crumpets.

**Q** How is attendance monitored?

**A** Students’ attendance is monitored throughout the academic year. Parents will receive letters if a student’s attendance falls below 90%.

**Help and Support**

**Q** Will my child be able to access Multi Agency support?

**A** The Meadows school has a great Multi agency team and if your child is already on roll and seen by Multi agency staff in their current setting then our Multi agency team will complete a robust handover of information so that the student will continue to receive this support at The Meadows.

**Q** What paperwork will I be expected to complete?

**A**

* Our school data packs are a legal requirement that must be completed by parent/carer. They contain student information and emergency contact details.
* These will be sent out to families after half term week.
* The Pastoral team are available to help with any questions.
* We have usually allocated dates for Parents/Carers to come into school for assistance with completing the packs. However, in the current situation we would ask that parents email the pastoral team to seek support over the phone

**Q** What help and support is available?

**A** The Pastoral team

* Kerry Patrick
* Rebecca Malpass
* Fay Bedford
* Email - [pastoralteam@themeadows.sandwell.sch.uk](mailto:pastoralteam@themeadows.sandwell.sch.uk)
* Direct line – 0121 569 7089

**Q** Are holidays in term time permitted?

**A** Holidays in term time are not permitted. Leave of absence requests forms need to be completed before any holiday and submitted to the Headteacher.