



The Palmer Academy
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Headteacher: Mr D. Prendergast
Deputy Headteacher: Miss L. Thomassen

Company Reg Number: 08643729
VAT Reg. No. 200 191625

Friday 27th August 2021

Welcome to a new school year!

Dear Parent(s)/Carer(s)

We would like to start by welcoming all our new pupils, families, and members of staff to The Palmer Academy. There will be opportunities to meet your child's teacher in due course – there are more details below!

Staffing

As you are aware, Mrs Binks has left the school after 30 years of incredible service – we will see her bright smile and share in her humour as she visits regularly as a grandmother and friend of the school!

We are delighted to share that we have appointed two new members of staff in the school office. We welcome Mrs McKenzie as our School Administrator and Miss Mason as our new Receptionist and Admin Assistant. Please join me in welcoming them to the school!

Risk Management Procedures

In July [we sent a letter](#) about our risk management procedures for COVID-19. Following a risk assessment process, we are changing our protocols. Remaining protocols include handwashing and sanitising regularly, good ventilation, regular cleaning, 'soft start' in the morning and the wearing of face coverings to be optional and based on personal risk. If someone is wearing a face mask, please be considerate and put one on yourself. They will be wearing it for a reason.

If your child develops COVID-19 symptoms or tests positive on a lateral flow: book a PCR test immediately (within 2 days) and your child should isolate and follow guidance from NHS Test & Trace. Any siblings should still come to school unless they also develop symptoms or test positive.

The school has a contingency plan in place to support the management of an outbreak in the school or community or if local or national restrictions are escalated.

We will no longer enforce one-way systems, however we will continue to have an entry and exit one way system at the front of the school (enter via the pedestrian path and exit via the vehicle gate).

Entry/Exit Doors

Your child should come straight into their class when the gates are opened at 8:40am. Your child will be dismissed via the same door. Please stand a safe distance from the door and be patient while staff members tick/sign pupils out of the building.

Nursery	Nursery gate and door (via the front of the school)
Reception	Reception classroom doors via the playground and Reception outdoor area
Year 1	Year 1 classroom doors via the playground
Year 2	Year 2 classroom doors via the playground
Year 3	Year 3 classroom doors via the playground

Year 4	Coded fire exit door adjacent to the main hall opposite the community garden/ allotment
Year 5	Rear fire exit door underneath the clock accessed via the playground
Year 6	Front doors/ main entrance

Attendance & Absence Procedures

We expect excellent attendance from all our pupils – everyone should aim for 100%!

If your child is unwell (e.g. sick, a high temperature or fever) you should contact the school before 8:30am on the morning by:

1. Calling and leaving a clear message with your full name, the full names and classes of your children and the reason for their absence.
2. If your child is unwell for more than one day, you must call on all days.
3. Alternatively, you may complete our [online form](#).

Medical appointments: these should be made out of school hours. Where this is not possible, a note from the GP or Consultant (the appointment letter) should be provided for school records.

Excellent attendance is key to achieving highly and making excellent progress in learning. Miss Druce, Assistant Headteacher, reviews absences and attendance every week. There is a raffle for pupils with excellent attendance each week. We also have inter-class weekly attendance table which is shared in our newsletter. If attendance falls below the expected standard you will receive a letter and will be invited to attend a meeting with Miss Druce to discuss how your child's attendance can be improved. Those with high and regular absence risk receiving a fixed penalty notice. For more information, please refer to [our policy](#).

Health, Medical, Allergy & Dietary Requirements

If there are any changes to your child's health, medical, allergy or dietary requirements you must complete all the relevant forms and return them to the school office for the attention of Mrs Bryant.

Accessibility

We are blessed with a diverse community and will do all we can to support you in accessing the physical site and in accessing letters or information. If you need any specific support, please let us know. For example, we understand that some individuals find reading and writing a challenge and we are here to help you in a caring and considerate way. DO NOT HESITATE to ask a member of staff to read or explain a letter or to help you complete a form.

Road Safety & Parking

We will continue to leave the vehicle gates open for a pedestrian exit at the front of the school. Parking is reserved for those with a blue disabled badge, staff and visitors to the school. Parents must not drive into the school site to drop off/collect.

Please respect the safety of our children, community and neighbours and do not: park across drives and park or stop immediately outside the school on the yellow zigzag lines or across the gate. Please park safely and respect our community.

Lunches

School lunches: this year we have a new school meals provider. Caterlink have been awarded the new contract – [the menu](#) and further information can be found by [clicking here](#). Meals should be booked via [Parent Pay](#). If your child is new to the school, you will be provided with a [Parent Pay](#) activation letter by the school office.

We strongly recommend that you book meals in advance, e.g. book for a whole week or half-term. **Meals MUST BE BOOKED BY 9PM** the evening before. **The school CAN NO LONGER book meals for you on the morning – parents/carers will have to purchase a packed lunch if meals are not booked in advance.**

If your child has an allergy you should complete the school forms and the Caterlink allergy form.

Packed lunches: packed lunches must provide a balanced and healthy meal. Children should not have soft drinks and sweets. Staff check lunches daily and will discuss any concerns and make suggestions if required.

Free School Meals

If your financial circumstances have changed your child may be eligible for Free School Meals. The school receives additional funding for Free School Meals pupils to support learning and progress of pupils across the school. [Please click here if your circumstances have changed](#) and your child may be eligible for Free Schools Meals (whatever year group your child is in). The office will check and let you know if the application is successful.

Universal Infant Free School Meals

Children in Reception, Year 1 and Year 2 are all eligible for a free school meal (this is different – please continue to click the link above regardless of whether your child is in these year groups as the school gets other additional funding based on the number of Free School Meals children). Please note, if your child is now in Year 3, they are no longer eligible for a Universal Infant Free School Meal.

Snacks

If your child is now in Year 3, they will no longer be eligible for a free breaktime snack. Please provide a healthy snack for your child.

Water Bottle

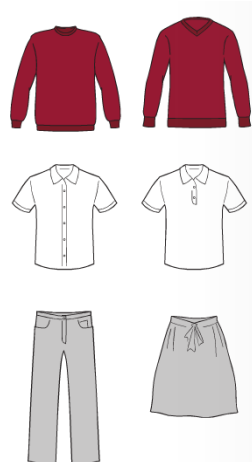
Please provide a water bottle with your child's name on it. This can remain in school in your child's classroom.

Weather safety

Please ensure your child has a coat on colder days and a hat and sunscreen on particularly hot days. If the weather is exceptionally hot you will receive a message stating that your child may wear their PE kit (shorts and house t-shirt).

School Uniform

Our uniform, worn by all the children, is a distinctive feature of The Palmer Academy. We place an emphasis on maintaining high standards of dress and appearance because we believe it encourages the children to take pride in themselves and their Academy. We belong to one team and we achieve together. We are ready, respectful and safe. We therefore ask parents and carers to ensure that their children always wear the correct uniform and that it is clearly labelled. Children also need to wear the appropriate kit during P.E. lessons. Please could you take some time over the weekend to ensure your child is prepared and well presented for the term.



- School jumper or cardigan
- White shirt or white polo shirt
- Grey or black trousers, shorts or a blue skirt
- Plain grey, white or black socks or black tights.
- Black shoes (no boots, trainers, high heels, open toed shoes or sandals to be worn)
- Please make sure items are clearly labelled with your child's name, including coats, hats and scarves.

Physical Education Kit

- Black shorts or track suit bottoms
- School house P.E. T-shirt or plain white shirt

- Plain black hoodie or tracksuit top
- Trainers

Hair and Jewellery

- Hair should be neat in appearance without extreme length or style. Hair should be natural in colour. It should be no shorter than Grade 2 and without steps, lines or patterns. For reasons of health and safety, long hair must be tied back with blue, black, grey, burgundy/maroon or white hair ties, clips or bands.
- For health and safety reasons, earrings and jewellery cannot be worn during PE. Children will need to be able to remove and put earrings back themselves. We only allow stud earrings which are not dangling. The school does not take responsibility for the loss of jewellery in school.

Pupils without the correct uniform

Teachers will discuss any issues with uniform with parents/carers and ask them to support the school by arranging for the correct uniform to be worn within a reasonable timeframe. Pupils without school shoes will be lent a pair of plimsolls to wear for the day. If uniform breaches continue, we will support parents/carers by finding any lost property. Pupils without the correct PE kit will not be permitted to take part in physical activity.

Uniform can be purchased from:

Stevenson's
11-12 Market Place
Reading
Berkshire
RG1 2EG
Tel: 01189 596462

Opening Times:
Monday - Friday 9.00am - 5.30pm
Saturday 9.00am - 5.30pm
Sunday CLOSED
Website: www.stevensons.co.uk

Pencil Cases

Key Stage 2 (Y3-6) pupils should bring pencil cases to school (everything named) with the following contents: pencil(s), sharpener, ruler, blue handwriting pen, ruler (30cm), a few colouring pencils. Optional: protractor.

Physical Education (PE)

On days where your child has PE, your child should come to school in their PE kit and will return home in their PE kit.

Reception	Mondays
Year 1	Tuesdays and Thursdays
Year 2	Tuesdays and Wednesdays
Year 3	Tuesdays and Fridays
Year 4	Wednesdays and Thursdays
Year 5	Tuesdays and Fridays
Year 6	Thursdays and Fridays

Special Educational Needs & Disabilities (SEN/D)

Dr Fisher is the Assistant Headteacher for SEN/D. If you would like to discuss your child and any concerns you may have please contact the school office to make a telephone or virtual appointment with Dr Fisher. For parents/carers of pupils already on the SEN/D register – you will receive a letter in the coming

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weeks with further information and guidance, including what your child is on the SEN/D register for. Parents/carers of pupils with SEN/D will meet the class teacher 3 times a year to discuss the Individual Education Plan and how it is implemented at school and home.

Diary Dates

Week commencing 14 th September	Meet the teacher zooms (see below)
Wednesday 10 th November (3:30pm – 6pm)	Parents' Evening
Thursday 11 th November (3:30pm – 7pm)	Parents' Evening

Further information and other diary dates will follow.

Meet the Teacher Sessions

There will be an opportunity to meet the teacher and learn about your child's curriculum via zoom sessions at these times:

- Year 6 – Tuesday 14th September at 4:00pm
- Year 5 – Tuesday 14th September at 4:30pm
- Year 4 – Wednesday 15th September at 4:30pm
- Year 2 – Thursday 16th September at 4:00pm
- Year 1 – Thursday 16th September at 4:30pm
- Year 3 – Friday 17th September at 4:00pm
- Reception – Friday 17th September at 4:30pm

Join Zoom Meeting

<https://reach2.zoom.us/j/99141245418>

Meeting ID: 991 4124 5418

Passcode: 123456

Safeguarding

We are committed to ensuring the safety and welfare of all children. If you are concerned about the safety of a child, please speak to a member of the safeguarding team. For further information, including signs of abuse, who you should discuss concerns with and how, please [click here](#). To view our E-Safety Policy and Social Media Policy [click here](#).

E-Safety & Social Media

We are also committed to ensuring pupils are kept safe when online. For further advice and guidance please visit the [NSPCC guidance](#).

Communication Procedures

- We will communicate updates and information with you **VIA EMAIL**. It is **critical that we have your CORRECT EMAIL ADDRESS**. If you **HAVE NOT RECEIVED ANY EMAILS FROM THE SCHOOL, WE DO NOT HAVE YOUR CORRECT EMAIL ADDRESS AND YOU NEED TO UPDATE IT (please see below)**. Please also check your spam/junk box and mark them as not spam/junk.
- We will also send communication via text.
- **We will send out our weekly newsletter with updates and sharing learning – please have a read of this each week so nothing is missed!**
- We will also continue to post letters and communication on our school website.
- Twitter will be used for sharing learning, successes and for urgent announcements and links. We suggest subscribing to our account (@R2PalmerAcademy).

General questions: class teacher	Quick, non-confidential questions which will have short answers can be asked briefly at drop off or pick up. For more private conversations please request an appointment at an alternative time.
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More confidential questions: class teacher	You may request a telephone conversation with the class teacher by emailing admin@thepalmeracademy.com . The teacher will return your call at the earliest convenience. If it is urgent (i.e. the welfare or safety of a child is at risk), please make that clear in the email.
More confidential questions: admin	If your question is about medical, Parent Pay or change of details, please email admin@thepalmeracademy.com and the office will respond or give you a call back. If you need to speak to the office, please call between 10:30 and 12pm. The office will be busy between 9am – 10:30 with our attendance and safeguarding procedures.
Appointments with specific staff members:	If you would like to make an appointment with a specific member of staff, please email admin@thepalmeracademy.com to arrange an appointment. <i>Please make sure you have had a meeting with the class teacher first.</i> Education, Welfare & Pastoral Lead: Mrs Bryant Early Years Lead: Miss Harriss Assistant Headteacher for Personal Development, Behaviour, Attendance & Wellbeing: Miss Druce Assistant Headteacher for Special Educational Needs & Disabilities: Dr Fisher Deputy Headteacher: Miss Thomassen Headteacher: Mr Prendergast
Urgent Safeguarding	Call the school on 0118 9375481 or email safeguarding@thepalmeracademy.com

Updating Personal Information

It is CRITICAL that we have up-to-date information for you and your child. If your details have changed (mobile number, email, address etc) you MUST let us know by [COMPLETING THIS ONLINE FORM](#). You do not need to fill in EVERY box/field but some are required. **Remember, if you haven't received any texts or emails, we DO NOT HAVE THE CORRECT DETAILS FOR YOU.**

Out of Hours Provision – Go Beanies

Our out of hours provision is provided by [Go Beanies](#) for forms and further information [click here](#).

Useful links

[Standard forms for pupils](#), including health, medical, prescribed medication, intimate care, allergy, collection/dismissal, absence from learning and special diet.

[Letters](#) which have been emailed out.

[Newsletters](#) which have been emailed out.

[Curriculum information](#).

Pupils: what do I need to remember?

- Your smile!
- Your best “good morning!”
- Your lunch or to book your lunch.
- Your clean school uniform. If you have P.E. at ANY POINT IN THE DAY, please dress in your P.E. kit at home.
- Please wash or sanitise your hands whenever you enter the building/classroom and throughout the day. Practice washing them at home!
- Read at home every day!

Parents & Carers: what do I need to remember?

- Your smile!
- Your best “good morning!”
- Your child's lunch or to book your child's lunch.

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- Your face covering to use as required.

Thank you very much and we look forward to seeing you on Thursday at 8:40am.

Yours sincerely,

D Prendergast

Mr. D Prendergast
Headteacher



L Thomassen

Miss L. Thomassen
Deputy Headteacher

