



Welcome to Five Ways
Primary School

Induction Arrangements for Reception 2019



Welcome to Five Ways Primary School

We are very pleased to welcome you all to Five Ways this evening. We are very excited to meet our new children and their families!

Our Senior Leadership Team

Headteacher - Mrs Rachel Mander

Deputy Headteacher - Mrs Sue Fuller

Assistant Headteacher - Miss Jo Jones

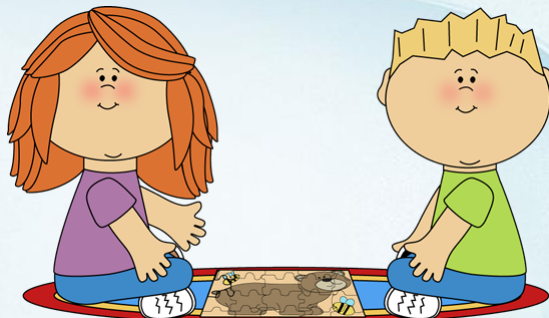
School Business Manager - Mrs Wendy Russell

'Stay and Play' School Visits



For the purpose of induction, the children will be divided into four groups. By organising children into smaller groups for their first visits in school, staff will be able to give the children the individual attention they deserve during this crucial period.

These are **not** class groups. You will be told the name of your child's classteacher during the last school visit and will be able to meet with them at the after school 'drop-in' sessions.



Induction Groups

Arrangements for Children New to Five Ways Primary School



Group One Children with birthdays in September, October, November and December.	Monday 3 rd June 1.30 – 2.30	Monday 17 th June 1.30 – 2.30
Group Two Children with birthdays in January, February, March and April	Thursday 6 th June 1.30 – 2.30	Tuesday 18 th June 1.30 – 2.30
Group Three Children with birthdays in May, June, July and August.	Friday 7 th June 1.30 – 2.30	Monday 24 th June 1.30 – 2.30



Induction Groups

Arrangements for Current Five Ways Nursery Children Entering Reception

Tuesday 25th June 10.30 – 11.30

Parents are invited to attend this transition visit with your child. Once your child has settled, you will be asked to leave them with their teachers. Parents will then be given a short talk about the organisation of Reception and some advice on preparing your child for this important transition.

Wednesday 10th July – 10.00 – 11.00

Parents to drop your child at their normal Nursery classroom door between 8.45 and 9.00 and Nursery staff will ensure they are escorted safely to their new Reception classroom. Parents are not expected to attend this session.

Drop-in Sessions



- We have also organised two after school 'drop-in' sessions. You are invited to bring children along to meet their teachers, look at their classroom and exchange their activity folders. These sessions are on **Wednesday 10th July and Thursday 11th July, 3.30pm - 4.00pm**
- Parents are also invited to our school Open Evening which will take place on **Thursday 4th July from 6.00pm until 8.00pm**. This will give new parents an additional opportunity to look around the whole school.
- School are also holding our annual Summer Fayre on **Sunday 7th July from 2.00pm - 5.00pm** and all new entrants would be most welcome!

Should you be unable to attend any of the planned visits, please speak to any member of the Foundation Stage team or inform the school office.

Liaison with Parents and Settings

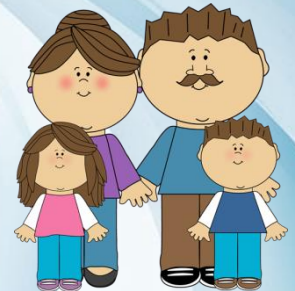


Home Visits

As part of our induction programme we offer parents a confidential home visit. If your child already has a diagnosed medical condition, a special educational need or you have any other specific concerns, please ensure that you inform a member of staff as soon as possible.

Pre School and Nursery Liaison

Early Years staff will endeavour to visit all of our feeder settings, including child minders, to meet with key workers and to spend time with your child in their familiar environment before they start school. Please ensure you complete the appropriate form in order for us to make the necessary arrangements.



Extended Care Provision



We do offer extended care sessions in our Governor Managed Breakfast and After School Clubs, though places are **very limited**. For more details pertaining to extended care sessions , please contact Mrs Louise Buck at the School Office.



Autumn Term Arrangements

September 2019

Children inducted into Reception will start their full sessions as follows:

Group One - Current Five Ways Nursery Children	Tuesday 3 rd September 2019
Group Two - Children new to Five Ways with birthdays in September, October, November, December, January and February	Thursday 5 th September 2019
Group Three - Children new to Five Ways with birthdays in March, April, May, June, July and August	Monday 9 th September 2019



The following forms are for
the attention of parents with
children new to Five Ways

On Entry Form



On Entry Information

Child's first name: _____ Last name: _____

Address: _____

Date of birth: / / Gender: Male or female (M/F) ☐

Names of older siblings: _____

Names of younger siblings: _____

My child currently attends: _____

For these sessions: _____

(Please give details e.g. am/pm sessions, how many days a week? etc.)

English is my child's second language (tick if appropriate) ☐

My child is receiving Speech and Language therapy (tick if appropriate) ☐

(If so, please give details)

My child's Health Visitor is: _____

We would be grateful for any further information regarding your child's development.

All Foundation Stage and Key Stage One children should be collected from School/Nursery by an adult. Please indicate below any arrangements you have made for your child. *(More than one may apply)*

My child will be collected from School/Nursery by:

Parents, guardians or relatives	<input type="checkbox"/>
After school club	<input type="checkbox"/>
A friend or neighbour	<input type="checkbox"/>
Childminder	<input type="checkbox"/>
Nursery	<input type="checkbox"/>

I give my permission for School to liaise with other carers.

Signed _____

(Person with parental responsibility for the child)

Data Collection



PERSONAL INFORMATION

DATA COLLECTION SHEET

Surname:		Birth Surname:	
Forename:		Middle Name:	
Chosen name:		Gender:	
Date of Birth:	Year:	Reg Group:	
Address:			
Post Code:			
Name of sibling/s in School:			

Please give details of all persons who have **Parental Responsibility** and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted.

Priority	Name/Relationship	Parental Responsibility (yes/no)	Home Address	Phone/Email
1				Home: Mobile: Work: Email:
2				Home: Mobile: Work: Email:
3				Home: Mobile: Work: Email:
4				Home: Mobile: Work: Email:
5				Home: Mobile: Work: Email:

MEDICAL INFORMATION

DATA COLLECTION SHEET

Doctor:
Address:
Telephone:
NHS Number:
Medical Notes:

I give permission for school to seek emergency medical treatment for my child if required. (I understand that school will make every effort to contact me in an emergency).

Signed: _____
(Person with parental responsibility for the child)

To be signed only if you wish your child to wear ear studs

Name of Child: _____

Class: _____

I wish that my child be allowed to wear ear studs for general school work and hereby indemnify all members of staff of the school, the Governors and Staffordshire County Council against claims arising through any accident which may occur as a result of the wearing of ear studs or from loss of the studs themselves.

I also understand that the ear studs are not to be worn during PE and that members of the school staff will only remove or replace a child's ear stud in case of an emergency.

Signed: _____
(Person with parental responsibility for the child)

ADDITIONAL INFORMATION

Country of Birth:	
Ethnicity:	Nationality:
Home Language:	Religion:
Parent National Insurance Number (on occasion required for funding purposes):	
Relationship to child:	
Data Protection Act 2018: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and keep it up to date. The school is required to share some of the data with the Local Education Authority and with the DCSF.	
Name of Previous School/Nursery:	
Address:	
Telephone No.:	

Travel Arrangements: please tick the appropriate choice

Bicycle	Train	Car/Van	Walk	Taxi	School Bus
Car Share	Public Bus Service	Metro/Train/Light Rail	Other		

- This information will be transferred into the school's computer system. Under the Data Protection Act 2018, anyone named above has the right to know that information about them has been collected and given the opportunity to check its accuracy.
- This form should be signed by someone with parental responsibility whenever possible.
- I have read the Five Ways Prospectus and agree to abide by the policies stated in it.

Signed _____ Date _____
(Person with parental responsibility for the child)

Photograph Consent



Photograph Consent Form

Occasionally we will take photographs of children to record special occasions and to monitor their learning and development process. We also may invite the media into our school to take photographs for publicity purposes and special events. We will notify you of such occasions, and will seek specific permission for photographs to be taken and potentially published at such times.

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child.

Name of pupil: _____

Year group: _____

Signature of person with
parental responsibility: _____

Print name: _____

Date: _____

Whilst my child attends Five Ways Primary School I give consent for the following:

Please write **'YES'** in each box where you give consent or write **'No'** if you do not.

	I agree to the use of photographic/recorded images of my child	I agree to my child being named along with the photographic/recorded image
In books for evidence purposes		
Within group activities for evidence purposes		
For display purposes within school		
School website, newsletter, Inform magazine and school prospectus		
In media coverage e.g. newspapers, local television reports (both digitally and in print)		

This form is valid for the duration of your child's time in each Key Stage (Early Years/KS1/KS2) at Five Ways Primary School. The consent will automatically expire after this time and you will be asked to complete a new form when your child enters a new Key Stage. It is your responsibility to let the school know, in writing, if you want to withdraw or change your consent at any time.



Photograph Examples



Date: 06-Mar-2019



Notes

We have been exploring with Numicon in Nursery today. "Dn, dn, dn, dn! I'm a shark!"
"What makes you shark?"
"It's a number eight, my hands are a shark. What is this number?"
"I'm not sure, can you tell me?"
"It's a six. I'm a baby shark now! Miss Grice look! I'm a even smaller shark. It's a four. I had three sharks now!"

Observed by

JG

Communication with Parents



COMMUNICATION PREFERENCE FORM

At FiveWays we value the importance of effective communication with parents and carers. To enable for us to do this effectively, we ask you to complete the following communication preference form.

Child's name	
Date of birth	

Five Ways Primary School uses a text messaging service to communicate urgent and important messages to our parents.

If you **DO NOT** wish to receive information from school via your mobile phone then please tick the box below

☐

I **DO NOT** wish to receive text messages from school

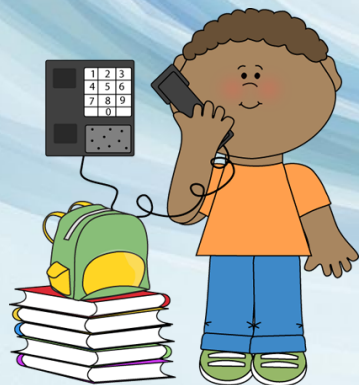
Wherever possible, we try to be environmentally friendly and reduce costs by using electronic methods of communication. With that in mind we usually send our weekly newsletter as an electronic copy via email. Please provide your email address below.

If you **DO NOT** wish to receive letters electronically please tick the box below.

☐

I **DO NOT** wish to receive emails from school

Please notify the school as soon as possible if there are any changes to your contact details.



Food Tasting in School



Food Tasting Consent

As part of the Early Years Foundation Stage curriculum, children are encouraged to try a variety of food and drinks and will be involved in cooking activities. Children will taste a wide variety of fruit including mango, kiwi, Sharon fruit and strawberries. They also have the opportunity to taste food from other countries, including Chinese noodles and French patisserie. During food preparation activities, children will be baking cakes and biscuits, trying porridge as well as making sandwiches.

To enable us to keep our records up to date, we would like to have your permission for your child to participate in food related activities. We would be most grateful if you could complete and return this form.

Please ensure that you have listed any allergies that may prevent your child tasting any food.

Name of pupil: _____

Signature of person
with parental responsibility: _____

Print name: _____
(person with parental responsibility)

Date: _____

Please tick where appropriate:

☐

I give consent for my child to participate in food tasting and preparation activities.

☐

I do not give consent for my child to participate in food tasting and preparation activities.

My child has allergies to: _____



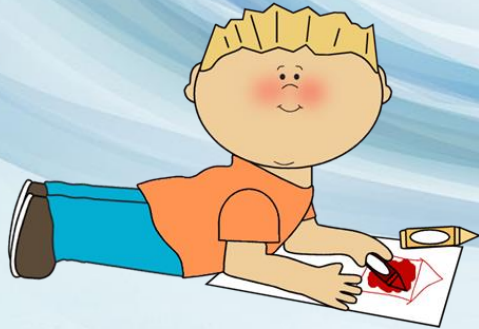
Your Contribution



Five Ways School



Name _____



Five Ways PTFA



Five Ways School
PTFA
Working for our school, our children

Five Ways Primary School PTFA

(Parents, Teachers and Friends Association)

Welcome Booklet

2018/19 Officers & Ordinary Committee Members:

Chairperson:	Christie Gray
Vice Chairperson	Tara Harvey
Secretary:	Kerry Howard
Treasurer:	Hayley Sidaway
Ordinary Members:	Tatum Houlston, Tim Alcock & Kerrie Tranter

**Langholm Drive, Heath Hayes, Cannock, Staffs
Tel: 01543 278071**

Registered Charity No. 1030888

Parentkind
Member Association



The following information is for the attention of all parents of the 2019/20 Reception cohort

Pupil Premium Information



Pupil Premium

Important Information for Parents and Guardians

Pupil Premium is extra funding paid to school which is used to provide additional support for children.

Prior to April 2018, children qualified for free school meals – and accordingly pupil premium – if you received any of the following benefits:

- Income support
- Income-based jobseekers' allowance
- Income-related employment and support allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- The guaranteed element of state pension credit
- Child tax credit, provided that you are not also entitled to working tax credit and have an annual gross income of £16,190 or less

These benefits have now been rolled into a single benefit, called Universal Credit.

From April 2018, free school meals and pupil premium will only be allocated to pupils with a family income under £7400 (net) per year.

If your child was previously entitled to free school meals but is no longer, they will still receive pupil premium based on the 'Ever 6' qualification (a pupil who has ever had free school meals in the past six years).

In addition, a child will also be eligible if they:

- Have been looked after by the Local Authority for at least one day
- Have been adopted from care
- Have left care through guardianship
- Are subject to a child arrangement order

Service Pupil Premium

The Department for Education introduced the Service Pupil Premium (SPP) in April 2011 in recognition of the specific challenges children from service families face and as part of the commitment to delivering the armed forces covenant. Schools in England, which have children of service families in school years Reception to Year 11, can receive the SPP funding.

Pupil Premium funds are spent to improve outcomes for children. School may use this extra money to provide additional adult support or to provide appropriate resources. Pupil Premium children are also eligible for financial help with educational visits. If you think your child may be entitled to this additional support, please contact Mrs. Wendy Russell at the School Office who will be happy to help you. All enquiries will be treated with the strictest confidence.

Parental Responsibility



Parental Responsibility: Information for Parents

What is parental responsibility?

In family law, parental responsibility means all the rights, duties, powers, responsibilities and authority that a parent has in relation to the child.

Everyone who is a parent, as recognised under education law can participate in their child's education. A person with parental responsibility can make decisions about their child's upbringing and has the right to:

- receive information – such as pupil reports
- participate in statutory activities – such as voting in elections for parent governors
- be asked to give consent – such as to the child taking part in school trips
- be informed about meetings involving the child – such as a governors' meeting on the child's exclusion

All parents also have legal obligations. For example, to ensure that a child of compulsory school age receives a suitable full-time education.

Who has parental responsibility?

A child's birth mother (the person who carried the child) has parental responsibility unless it's removed by an adoption order or a parental order following surrogacy.

Where a child's father and mother were married to each other at the time of the child's birth, they each have parental responsibility for the child.

Where the parents were not married to each other at that time, the child's father can gain parental responsibility:

- by registering the child's birth jointly with the mother
- by subsequently marrying the child's mother
- through a 'parental responsibility agreement' between him and the child's mother which is registered with the court
- by obtaining a court order for parental responsibility

Where two female parents have a child through fertility treatment, the mother's female partner is treated in the same way as a father. She has parental responsibility if she is married to or in a civil partnership with the mother at the time of the treatment (or if the two women agree in writing that she will be the child's second parent). She can also acquire parental responsibility in the same way that a child's father can.

Civil partners have parallel rights to married people in terms of parental responsibility. The same provisions for married people apply to them in terms of:

- acquiring parental responsibility – adoption, agreement with their civil partner or by an order from the court
- holding parental responsibility

Other ways to acquire parental responsibility

Parental responsibility can be acquired in other ways:

- adoption – only the adoptive parents will hold parental responsibility
- when a child is placed with prospective adopters they get parental responsibility for the child along with others holding parental responsibility, such as the local authority
- obtaining a parental order following surrogacy
- in the case of step-parents, through agreement with the child's mother – and other parent if that person also has parental responsibility for the child – or as the result of a court order
- being granted a child arrangements order determining that the child should live with him or her, or if the court determines that a parent should only spend time with the child, the court may also decide to grant parental responsibility
- being appointed a guardian or special guardian
- being named in an emergency protection order – although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare

A local authority can also acquire parental responsibility, if it's named in the care order for a child.

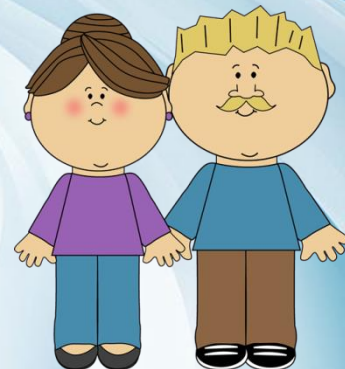
Changing a surname

Regulation 5(1)(a) of the Education (Pupil Registration) Regulations 2006 requires a school to record the full name of every pupil in alphabetical order in the admissions register. This means the child's full legal name and not any other name that the child is known by.

A change of surname is a private law matter and should be resolved between parents.

Where one parent seeks to change the surname by which their child is known, schools should ensure that they do not change the surname without written evidence that consent has been given by the other parent or by anyone else who has parental responsibility for the child.

Information obtained from www.gov.uk/government/publications
Updated 3rd September 2018



Uniform at Five Ways



Five Ways Primary School

Uniform Guide

The wearing of school uniform is an important way of welcoming new children to our school community. Parents also tell us that school uniform saves the inevitable battle with their children over which clothes to wear every morning! We understand that children of this age grow very quickly indeed so we have compiled a list of the essentials.

All children (Nursery to Year 6)

Grey school trousers/skirt/pinafore (during summer months, children may wear a royal blue gingham dress or grey shorts)
White shirt or white/blue polo t-shirt (logo optional but preferred)
Royal blue cardigan, crew or 'v' neck jumper/sweatshirt (logo optional but preferred)

Early Years – all children in Nursery and Reception

Blue book bag - £3.00
Word purse - £2.00

PE kit – all children in Reception to Year 6

PE bag containing a pair of blue shorts and a white t-shirt (white t-shirts with our logo are available).

Black plimsolls or trainers

NB Reception children will NOT need pumps until the summer term.

Nursery children DO NOT require a PE kit.

Jewellery

On health and safety grounds, we do not allow children to wear jewellery to school (except for small, plain stud earrings and watches which must always be removed for PE)

Our uniform can be purchased from 'Uniforms Plus', who have been our approved supplier for many years. They are located at:

Burntwood Shopping Centre 01543 677068
Cannock Road
Chase Terrace
Burntwood
WS7 1JR



Basic items such as grey trousers and pinafores can be purchased quite cheaply from large supermarkets. Try to avoid themed socks as these can be a distraction when children are seated on the carpet. We also encourage the purchase of flat, black shoes with Velcro fastenings.

All clothing and bags should be clearly labelled with your child's name.

This is especially important, as uniform items look similar and can easily be confused for another child's. The school cannot accept responsibility for any lost items.



The Home School Agreement



THE PUPIL

I will:

- ✓ Be polite and helpful to others
- ✓ Be on my best behaviour and abide by the school rules
- ✓ Attend school regularly and on time and bring the things I need
- ✓ Look after the things I use in school
- ✓ Help to look after the school and surroundings
- ✓ Try my best and work hard
- ✓ Wear my school uniform with pride.

Signature _____ (Pupil)

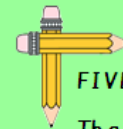


THE PARENTS/GUARDIANS

I/We shall:

- ✓ Support the school in its aims and values
- ✓ Ensure my child's regular and punctual attendance
- ✓ Notify the school early on the first day of the reason for my child's absence
- ✓ Support my child in the school work they are expected to do at home
- ✓ Tell the school about any circumstances which may affect my child
- ✓ Attend Parents' Evenings and all discussions about my child's progress.

Signature _____ (Parent/Guardian)



FIVE WAYS PRIMARY SCHOOL

The School will:

- ✓ Value and respect each child as an individual
- ✓ Encourage high expectations and pride in achievement
- ✓ Recognise and praise progress and achievement
- ✓ Inform parents of the progress and welfare of your child
- ✓ Provide a safe and orderly environment in which to work
- ✓ Listen to parents' views and concerns.

Signature _____ (Headteacher)

Attendance



The importance of school attendance:

- **Social development.** Children develop quickly in the early years and this is important for successful development. Good attendance helps your child develop and maintain good friendships in school. Regular attendance will also increase your child's self esteem and confidence.
- **Routine.** Children benefit from regular and consistent routines, both at home and at school – but they can also fall into bad habits from an early age. Teach your child the importance of coming to school every day and set good habits for the future.
- **Future prospects.** A good level of education is important to give your child the best start in life and to ensure that they have the support necessary for them to fulfil their potential. Every day counts!
- **Education is compulsory.** Once your child has reached compulsory school age, it is a legal requirement that they receive full time education.

If your child misses 1 day
every week from school
they will miss half a term
across the year!

The importance of punctuality:

- **Punctuality is linked to attendance.** If your child is late to school and misses their mark in the register this counts as an unauthorised absence.
- **Peer interaction.** Arriving on time gives your child an opportunity to meet with their friends on the playground, leading to improved social development.
- **Start the day positively.** If your child is on time for school they will be in a positive frame of mind to make the most of the days learning and activities. If your child is late they are likely to feel unsettled and embarrassed and less confident than their classmates as the lesson moves on.
- **Class disruption.** Lateness to school causes disturbance to the class. The teacher may need to start the lesson all over again, or your child may miss important introductions to the days learning.



Penalty Notice



The Law about School Attendance

The Department for Education makes it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers now also determine the number of school days a child can be away from school if the leave is granted. There is no automatic right to any leave in term time.

Staffordshire County Council understands the challenges that some parents face when booking holidays particularly during school holidays. However, we believe that, in order to ensure children receive the best education and prospects, that they should be in school during term time.

Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave of absence. In considering a request, the school will take account of:

- the exceptional circumstances stated that have given rise to the request
- the stage of the child's education and progress and the effects of the requested absence on both elements
- frequency of similar requests
- whether the parent made the request in advance
- students/pupils on examination courses or due to take SATS will not normally be granted leave of absence.

Penalty Notices

One option open to the Local Authority is to issue parents/carers with a Penalty Notice, when there is an unauthorised absence from school.

A Penalty Notice may only be issued by authorised LA staff. In Staffordshire this will be members of Families First, Education Welfare.

A Penalty Notice may be requested by a head teacher / principal and school staff authorised by them, a police officer during a truancy sweep under the provision of Crime and Disorder Act 1998.

Should the school decide not to grant a leave of absence and parents still take their child out of school, the absence will be recorded as unauthorised, which may be subject to a Penalty Notice fine of £60 per parent per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings.

The Local Authority will continue to monitor all school absences during term time and support head teachers in challenging parents who ignore the law.

Parent Pay



www.parentpay.com

What does ParentPay do?

- enables you to pay for Dinner Money, Trips, Extended Provision and other items such as Snack.
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows you to create a single account login across all your children that attend a ParentPay school
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register
- offers you the ability to set automated email/SMS payment reminders

How does ParentPay help you?

- gives you the freedom to make payments to school whenever and wherever you like
- stops you having to write cheques or search for cash to send to school
- gives you peace of mind that your payment has been made safely and securely
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- payments for many of the larger trips can be made by instalments up to the due date

- you will never need miss a payment, or have insufficient credit, with automated email/SMS alerts
- ParentPay is quick and easy to use

How does ParentPay help our school?

- reduces the administrative time spent on banking procedures
- keeps accurate records of payments made to every service for every student
- payments do not bounce
- reduces paper 'waste'
- allows for easy and quick refunds to be made back to the payment card
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, reducing the amount of money held on school premises
- helps us improve school-home communication with its integrated email/SMS messaging centre

How do I get started?

We will send you an activation letter containing your activation details to enable you to set up your ParentPay account.

If you have more than one child at a ParentPay school/s you can add them to a single account, providing one login for all children at ParentPay schools.

Extended Provision



Our Service

Five Ways Primary School operates a Governor managed Breakfast and After School Club facility during term time for pupils at the school. Both facilities take place in our Key Stage 1 hall and in part of our Nursery department. These areas benefit from access to a secure, fenced outdoor area enabling children to take part in outdoor activities, weather permitting. The clubs are staffed by a highly experienced, qualified and caring team under the supervision of our Extended Schools Educarer Mrs. Sue Male. Overall responsibility for the provision is taken by Mrs. Rachel Mander, Headteacher, with Miss A. Jade Grice, who leads Nursery and Extended Provision, ensuring that the best possible care is available for your child.

Breakfast Club

The Breakfast Club operates from 7.45am until 8.45am, when children are escorted to their classrooms. Breakfast is available until 8.30am with a variety of cereals, toast and fruit on offer along with fruit juice, water or milk. There are a range of activities available to the children including board games, construction toys, arts and crafts and physical games such as twister and skittles.

After School Club

After School Club runs from 3.15pm until 5.30pm. Nursery, Reception and Key Stage 1 pupils are collected from their classrooms at the end of the school day and escorted to the club. Pupils in Key Stage 2 are met at a central point in the KS2 building and again are escorted to the club. Assorted activities are available to all children. The After School Club staff are on hand to listen to your child read or assist with homework if required. A snack is provided, including wraps, sandwiches and crumpets along with fruit and water or fruit juice to drink.

Please ensure your child is collected promptly at the end of the session. A late collection fee may be imposed if you are late collecting your child and repeated late collection will result in your child's place being withdrawn.

Fees – September 2019

Breakfast Club - £5.00

After School Club - £8.00

Late Collection Fee – £2.00

(Applicable if later than 5.40 pm. However, persistent late collection of children will result in a £10.00 fee being charged to your Parent Pay account)

Fees are payable monthly or termly to suit individual circumstances but MUST be paid in advance. Payment is via our electronic payment system (Parent Pay) or a tax-free code obtained from HMRC via the childcare choices website (<https://www.childcarechoices.gov.uk/>). We are currently registered with several voucher schemes including Computershare, Busybees, Edenred, Employers for Childcare and RG Childcare. If your employer has a scheme which has not been mentioned please let us know and we will endeavour to investigate their registration process.

Failure to pay in a timely fashion may result in your child's place being withdrawn. If you are having difficulties making your payments due to a change in circumstances, please contact the school office at the earliest opportunity and make an appointment to see the School Business Manager, Mrs. Wendy Russell, as it is possible that an arrangement can be made. Please be assured that any information provided will be treated sympathetically and in the strictest confidence.

To enable our child:adult ratios to be maintained, we only accept children on a permanent basis, unless there are exceptional circumstances.

If you would like to book a place for your child please contact the school office to enquire about availability and to obtain a registration form. Places will only be confirmed upon receipt of the completed form and initial payment.

If you have book a holiday for your child during term time fees will still be due, however a reduced retainer fee will apply if written notification is received at least four weeks in advance. Currently the retainer fees for Breakfast Club are £2.00 per session and for After School Club £3.00 per session.