



Chilwell Croft Academy

All different • All equal • All achieving

Chilwell Croft, Newtown, Birmingham, West Midlands, B19 2QH

Telephone: 0121 464 3402

Fax: 0121 464 2088

Website: www.chilwellcroftacademy.com

Email: enquiry@chilwellcroftacademy.com

Headteacher: Julie Berrow

Executive Director: Heather Roberts

Friday 23rd November 2018

Dear Parents/Carers,

Re: Information and updates

We want our children to be safe and secure in school. Please help use to do this as efficiently as possible.

Contact Information

Please ensure your child's emergency contacts are up to date with the latest mobile telephone numbers. If you have moved house please bring proof of address.

Breakfast Club

Breakfast club is free and runs from 8:00 am – 8:40 am. All children should be escorted to the hall door and not left at the school gates. If you want your child to have a breakfast they must arrive by 8:20 am. Club finishes at **8:40 am** when the children will line up ready to go into class.

Start of the school day

School starts at 8:50 am. Please make sure your children are on time. The school gates open at 8:00 am and close at 8:55 am. Children arriving after this time will be marked as late. Please ensure that your child/ren are supervised at all times when you bring them into school.

Absence/illness

If your child is unwell and unable to attend school, please phone or come to the school office. Phone lines are open from 8.00 am. It is very important that you do this on the first day of absence. Please can we remind parents/carers that if your child has had any sickness and/or diarrhoea they must be completely clear (eating and drinking normally) for 48 hours before they return to school. This is to avoid infection being spread throughout school.

Medical needs

Please remember to update school with any dietary requirements, allergies and/or medical conditions in writing which we need to know about. Could we ask that all children who have daily medical needs such as Asthma and Allergies ensure that we have Piriton, epi pens and inhalers in school at all times.

Medical appointments

If your child has a medical appointment please provide the following so that we can assign the correct attendance code and let the office know:-

- Medical appointment card with at least one appointment entered
- Letter from a professional
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp (signed by Receptionist)



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These documents will enable the attendance officer to authorise your child's absence. Additionally if your child is ill you **MUST** call to let us school know why your child is absent. If the school office does not receive a call, the absence will be marked as **unauthorised** and a safe and well check may be completed.

If your child needs to leave early for any reason, it is important they are signed in out by a member of staff as the school has a duty to record where each pupil is during the whole of the school day.

Leave in term time

If you have exceptional circumstances and you need to request leave in term time for your child/ren you need to complete an 'Exceptional Circumstances – Leave in Term Time Request' form obtained from the school office. The Headteacher will then make a decision on whether or not the leave can be lawfully authorised and will do so only if there is a genuine, exceptional and urgent reason for a child/ren to be absent during term time.

Free School Meals

If you think your child is entitled to a free school meal or your circumstances have changed please see Mrs Harwood in the school office. If you register and are eligible the school will receive £1,300 to support your child. Your child/ren does not have to take a meal in order for the school to qualify for this funding.

Accident Slips

If your child has an accident at school they will be given a wrist band by the first-aider. Please come to the school office with the wrist band where you will be able to collect the accident slip.

Bringing food to school

We have had a number of children with food allergies and severe allergic reactions to nuts. Whilst we are happy for Parents/Carers to bring food items into school to give out as their child's birthday treat, could we ask that they are purchased from a shop and not home baked. This is to ensure that we can read the ingredients listed on the packaging to ensure that children with allergies are not put at risk. If your child/ren have a packed lunch please ensure the items are individually wrapped and clearly labelled. Where possible please avoid sending your children to school with nut based items.

Lost property/Labelling

Please label all your child/ren's clothing and bags clearly with their name. We are experiencing high volumes of lost property at the end of each week. We cannot return book bags, coats or uniforms to their rightful owners if they have not been labelled with a child's name. Could all school clothing be labelled with their child's name, to assist us in returning lost items. Parents can purchase iron on labels from the school office at £1.00 per pack.



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Parking

The car park is reserved for staff and visitors for safety reasons. Please do not use the staff/visitors car park. Please take care when parking in the road at the beginning and at the end of the school day as the roads are very busy. We want everyone to stay safe.

End of the school day

School finishes at 3:00pm. If you are running late please phone the school office on 0121 464 3402 before the end of school. After school clubs finish at 4:15 pm. Events and tournaments may finish later.....

Extreme Weather

In the event that the school is closed due to severe weather conditions we will let you know by:-

- text message – parents should ensure the school has up to date mobile telephone numbers
- school website www.chilwellcroftacademy.com
- radio stations will also be informed – BBC Radio West Midlands, Free Radio and Heart FM

We follow the Local Authority's procedures for extreme weather conditions so if all schools are closed this will also be on schoolclosures@birmingham.gov.uk

As winter approaches the weather is becoming colder therefore can you please ensure that your child/ren comes to school with the appropriate outdoor clothing eg., jumper, coat, hat, scarf gloves.

Should you require any other information please come and ask at the office.

Yours faithfully

Julie Berrow
Headteacher