

# Useful information



We wish your child a wonderful start and welcome you to our school community. May we take this opportunity to share some general information that you may need to know.

## Contact us

### King's Academy Meadow Vale

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**Web:** [kgameadowvale.uk](http://kgameadowvale.uk)

**Headteacher:** Mrs Catherine Forrester

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## School uniform

Children should only wear clothes to school that are included in the uniform list. You can find a [copy of this list on our school website](#).

Should families need any help with uniform, please contact the school office.

From time to time the school PTA will offer a pre-loved uniform sale. We ask for a pound donation per item. Once your child has grown out of their uniform, if it's still in a condition you would be happy to receive, we would love for you to donate your uniform back to the school.

Nail varnish and makeup must not be worn to school. Hair accessories should be discrete and school colours. We'll ask children who wear any large bows or hair adornments to remove them.

Hair styles should be appropriate for school and of natural colour. Where children have their ears pierced, they should only have one small stud in each ear, and these will be covered with tape during PE.

Nursery only: Nursery children are allowed to wear black jogging bottoms or black leggings, and black trainers or plimsoles every day if preferred.

[Our current uniform supplier is Brigade.](#)

## Attendance and punctuality

Research shows that children have the very best outcomes in their education when they have a high level of attendance, and we're committed to ensuring that every child is at school as often as they're able to be.

- Ensure that your child is on the playground for the bell at 08:50 as the school gates and doors will close at 08:55.
- Children arriving onside after 08:55 will need to enter the school via the school office and sign in.
- Keep checking the [calendar](#) on our website and [newsletter](#) for upcoming holidays and school events.

A copy of the attendance policy can be [downloaded from our website](#).

## Reporting absences

If you need to report your child absent, please do so by either:

- Calling the school office on 01344 421046  
or
- Emailing [attendance@kgameadowvale.uk](mailto:attendance@kgameadowvale.uk)

Leave your child's name, class, and full reason for absence. We can't record your child absence as 'unwell' so let us know their symptoms on the message to save us calling you back.

Wherever possible, medical appointments should be made outside of school hours or during school holidays. Parents and carers will be asked to provide proof of the appointment if a pupil is late or collected early due to a medical appointment.

If you wish to take your child out of school for a planned absence (e.g. sporting event, music, exam, holiday) then let us know by completing a leave of absence form which is available from the school office. We would appreciate if parents can request leave as far in advance as possible, giving at least 2 weeks' notice.



## Medicines

Please do not send any form of medicine in with a child in their school bags or packed lunches. We're able to administer prescribed medicines. If your child requires medicine in the school day, contact the school office for more information.

## On the playground

### Dogs

Dogs, other than trained assistant dogs, are not allowed on the school site at any time.

We also request that dogs are not tied up and left unattended at the school gates as this can also cause stress and anxiety for the dog, and children and parents walking past the dog.

### Smoking and vaping

Smoking or vaping is not permitted on school grounds at any time.

### Personal transport devices

Personal transport devices are not permitted to be ridden on the playground at the start or end of the day. Such devices can include, but are not limited to: bicycles, scooters, skateboards, rollerblades, and similar small or motorised devices intended for travel or recreation.

If your child uses any of these modes of transport to get to school, they must be dismounted at the school gates and walked to the bike sheds.

## Lunches

When you join the school, your child will need to bring a packed lunch until you have received your child's lunch letter containing details of how to log into their account.

School dinners are free of charge for children in Reception, Year 1, and Year 2 (known as universal free school meals) but you'll still need to order them through our school dinner system (SCOPAY) at least 24 hours before the meal required. [Our website contains more information on how to login, our current menus, and more.](#)

If your child has any allergies that we need to be aware of, please note them in their admission pack, or contact the school office.

## Collection arrangements

Our school day ends with the gates opening at 15:10 and classrooms releasing children at 15:20. School gates will then remain open until 15:30 for parents and children to leave the playground.

If you're asking another parent to collect your child for you, you need to let the school office know by calling 01344 421046. This is so we can confirm to your class teacher that your child is okay to leave school with your chosen adult.

If you're running late and do not arrive at the school on time to collect from the playground, your child will automatically be brought to the office. We'll call to confirm that they're now with us and ascertain your



arrival time. If you know you're likely to arrive late, it helps us if you can let us know so we can reassure your child that you're on the way.

Any children not collected by 15:30 may be taken to our afterschool care and you may be subject to an emergency care charge.

### Children in year 5 and 6 only

All children must be collected by an adult until they join year 5. Parents will be asked at the beginning of year 5 to submit a general permission as to whether their child can be released from school at the end of the school day, or whether they should wait in school to be collected by an adult.

## Mobile phones

For safeguarding reasons, mobile phones must not be used by parents on the playground until you have left school site.

Only year 5 and 6 children are permitted to bring phones into school.

Every phone will be switched off during the school day and handed to the class teacher on arrival. Phones will only be handed back to the children at the end of the school day, and should remain switched off until they leave the school site. The school accepts no responsibility for loss or damage to these items.

## Communication

We try to encompass most of the information you need regarding your child's school week and the week ahead in our [weekly newsletter](#). We encourage you all to read it every week to find an update of what your child has learnt this week, and advance information of activities coming up.

Messages that are specific to your child may still be sent via email, or communicated via Tapestry for our early years' children.

## Parent helpers

We always welcome extra help in the classrooms and on trips, so if you're interested, please contact the office and ask to complete an enhanced DBS application.