

Welcome to



Information Booklet

Welcome to John Clifford School

A very warm welcome to you! We are delighted that you have chosen our school and would like to welcome you into our school community. We hope this booklet will answer many of your questions about starting school. However, if you have any further queries or concerns, please do not hesitate to contact us.

We are very proud of our school and the many achievements that the children make during their time here. We are committed to providing the very best education and will do all we can to encourage your child to grow as an individual, to fulfil their potential and to develop a positive attitude to lifelong learning. Your child's development depends on a strong partnership between parents and carers, the school and your child. We look forward to working together with you to ensure that your child will have an enjoyable and knowledgeable time at our school.

Registration

School starts 8:50am

School ends 3:25pm

Gates open 8:30am

Gates open 3:15pm

All children line up from 8:45am if they are in Key Stage 1 or 2. The school doors open and the bell will be rung at 8.50am, gates are closed at 8:50am. This time is sufficient for all pupils to come into their classroom and be registered on our electronic attendance register in the classroom. Any pupil who is absent will be recorded as absent at the beginning of the morning and afternoon session.

If your child has vomited or had diarrhoea, please keep them off school for 48 hours since the last episode.

Lates

Any child who is late will have to enter school via the main reception by the school office and you will have to sign them in electronically on the screen in reception.

Unplanned Absence

If for any reason your child is absent it is very important that you inform the office by 9am either by telephoning **0115 9258057** or text via the MCAS (my child at school app) 07860054277 on the first morning of absence. Please state their full name, year/class and a brief description for their absence. Simply stating unwell is not enough information to authorise an absence as we require more information. The office staff will contact the parents / carers of anyone absent that they haven't been informed about by telephone or text messaging service. If your child is to be absent from school to follow a religious observance a leave of absence form will be required at least 2 weeks before, in order to update our records.

Sickness/diarrhoea

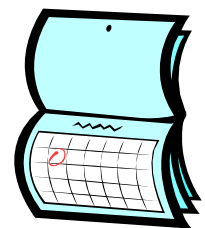
If your child has vomited or had a bout of diarrhoea then they must stay off school for 48 hours since the last occurrence.

Medical appointments

If your child needs any kind of medical appointment in school time please let us know in advance and provide an appointment card / letter / text as evidence for this. Ideally these appointments would all fit outside of school time, but we appreciate this is not always possible.

Holidays/leave of absence in Term Time

The Government has changed the law with regard to requests for term-time holidays.



From 1st September 2013, Head Teachers **will not** authorise holidays for children during term-time. You may request leave of absence for your child "under exceptional circumstances." However, a holiday of any sort does not count as exceptional. The Head Teacher has the discretion whether or not to authorise absence they consider "exceptional."

This is government policy and parents who take their children on holiday without permission will incur **unauthorised absences** for their child. These remain on the child's record and could be monitored for further action by the Attendance Service. Parents could be issued with a fixed penalty notice and/or court action.

You must **complete a leave of absence form** for any planned time off school. This should be completed 4 weeks in advance, or as soon as you know of an event such as a funeral, graduation or Eid. Please also provide supporting evidence for Visa appointments, weddings.

Administration

Cashless Payments and Consent

We are a completely cashless school. There are two methods of payment for you as a parent. These options are:

1. My Child At School (MCAS) App / Online Payments

The application or online payment facility can be used to make payments for dinner money, trips and also provide consent for trips/events.



You can now download this app to your phone (it's free) as it will help us improve communication with parents – and save the school money.

The set-up process is simple and will take no more than a couple of minutes. Please wait to receive an invitation email from the school. This will contain your Username and Invitation code. As soon as you've got the system set-up, all of the text messages we send you will appear in the app; you'll receive notifications/alerts as normal.

If you do not have the capacity to have the app, you can also access this information on any computer system or tablet by going to <https://www.mychildatschool.com/MCAS/MCSParentLogin>

What we need from you for this to work is up-to-date contact information (mobile number & email address) for each Parent or Carer wishing to use the app. We can help you set up your MCAS account. Please call the office on 0115 9258057 or pop in to see us.

2. PayPoint



Each child is able to receive a PayPoint voucher for any payment request from the school. This includes any dinner money or trip contributions, music tuition payments etc. This will enable you to make cash payments if you wish. This voucher will need to be taken to a local operator. Our nearest operator would be Co-op located on Queens Road (NG9 1JB). We have listed any other local operators on our website @ <https://johnclifford.school/parents/payments> that you could visit.

Drinks

Water is available to all pupils throughout the day. Please send a **named** bottle filled daily with **fresh water only**. Your child will be able to access this throughout the day.



Please do not fill with fizzy drinks or squash.

Juice is allowed at lunch time, but this should be in a separate bottle or carton in their lunch box.

Milk via www.coolmilk.com



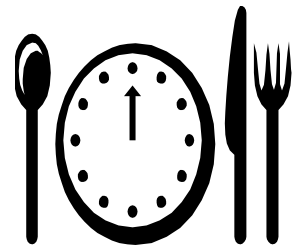
If your child is in Nursery, Reception, Year 1 or Year 2 and you would like to register your child to receive milk, go to the cool milk website on www.coolmilk.com to register or for more information. In order to receive milk, whether you are in receipt of Free School Meals or not, you must register with Cool Milk. Cool Milk is free until your child turns 5 years old. Should your child no longer want school milk this must be cancelled with Cool Milk directly.

Fruit in School's 3 to 7 Year Olds

As part of the government incentive all children between the age of 3 and 7 are given a piece of fruit free of charge with their session drink. If your child has any fruit allergies, please inform the school.

Lunchtime arrangements

All children between the ages of 5 and 7 (Reception to Year 2) will be entitled to receive a cooked School Meal subsidised by the government. However, if you think you may also be entitled to Free School Meals/Milk because you are claiming benefits, please apply to Nottinghamshire



County

Council

[https://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-](https://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk)

[and-milk](https://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk) or If you are unable to apply online please contact us on 0300 500 80 80

This will benefit you if your child would like free milk or funding towards school visits.

School dinners

School dinners may be chosen by the child stating at registration time that they would like a school dinner. Reception through to Year 2 are entitled to Universal Free School

Meals. From Year 3 upwards a school meal is charged at £2.60 per meal and this should be paid for via MCAS. We ask that you **keep your dinner account in credit** (with the exception of the first few days when you are getting set up on MCAS)

A rolling 3-week dinner menu is available on the school website <https://johnclifford.school/parents/catering> This is updated each term.

Free School Meals *(Different and in addition to Universal School Meals)*

Did you know ... just registering your child for Free School Meals means that the school gets extra money?

Register now to make sure you don't miss out!

The Government is giving money to schools to help children from lower income families do their very best. This funding is called a '***Pupil Premium***'.

Please register as soon as possible to make sure your child doesn't miss out.

How does it work?

1. First, check if you qualify – it is not just if you are unemployed, so please look at the list below.

2. Registering is really quick and easy – if you think you qualify, go online to https://emsonline.nottscg.gov.uk/CitizenPortal_LIVE/Account/Login?ReturnUrl=%2fCitizenPortal_LIVE

or check <https://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk>

Or telephone 0300 500 8080

3. If you want your child to have a free, healthy meal at lunchtime that's great – they will get the free meal extra benefits and the school gets additional funding.

4. If you don't want your child to have the school meals they can continue as normal – as long as you qualify and are registered, the school still gets additional funding.

No one will know you have registered and it will not affect any other benefits you are claiming.

Do you qualify?

You can register your child for Free School Meals if you get any of these benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earning from up to three of your most recent assessment periods).
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

No Nuts in school!

You may bring in a healthy snack or packed lunch but please do not include any nuts or seeds as we have some children with severe allergies. Many chocolate spreads include nuts too, so no chocolate spread either. Please check the labelling on all foods your child brings to school. Thank you.



Fasting

Please inform the school office in writing if your child is fasting. A risk assessment form will need to be complete by the parent.

Uniform



Our school uniform at John Clifford.

- White polo shirt
- Royal blue jumper, sweatshirt, or cardigan
- Grey or black pinafore or skirt
- Grey or black trousers (**no leggings**) or shorts (summer)
- Blue and white checked or striped dresses (summer)
- Sensible black shoes/sandals (summer) or **PLAIN** black trainers. To support your child's independence further, shoes with Velcro fastenings are best and please do not send your child to school in open toed sandals, slip on sandals, flip flops or 'Croc' type shoes.
- Black, navy or grey tights.

School uniform is available to purchase from the following supplier:

- TGR Embroidery – 145 Attenborough Lane, Beeston, Nottingham. NG9 6AA
Telephone: 07952 192899 Website: trg-embroidery.co.uk

Please NAME ALL your child's school clothes. It is difficult to sort out one blue jumper from another unless they are named, and it also means they have a better chance of being returned if they are misplaced.

Please send your child to school with a **NAMED** coat every day, a waterproof coat with a hood would be best. The British weather has a habit of changing and a bright, pleasant early morning does not always mean a warm lunchtime or afternoon and the children do spend a considerable amount of time outside. We do go out in all weathers, so we believe that there is no such thing as bad weather, just unsuitable clothing.

It is essential that your child has a bag to put in any letters, books, or words to keep them safe and dry. Please ensure that your child has a bag which is large enough to bring these books home. School book bags can be purchased from TGR embroidery <https://tgr-embroidery.co.uk/c/schoolwear/john-clifford-primary-and-nursery-school>.

PE Kit



PE kits comprises of:

- Black jogging bottoms, leggings or shorts
- Plain white T-Shirt or T-Shirt with John Clifford logo. No Brands
- Blue John Clifford jumper/cardigan
- Trainers any colour. No plimsolls



All the kit should be NAMED and in a bag which can be hung on your child's peg. We will send the kit home at half term for washing. For safety reasons children are not allowed to wear jewellery during PE so please make sure that your child leaves all items of jewellery at home.

It would be appreciated if your child is able to get changed into P.E. kit and dressed again independently. However, we do understand that children may need help with buttons and laces, and we will help them when they need it.

Outdoor Learning Kit

Winter Outdoor Learning kits comprises of:

- Warm clothing
- Black jogging bottoms or leggings
- John Clifford jumper, cardigan or warm plain jumper
- Waterproof coat, trousers or all in one
- Extra layers
- Warm socks
- Hat, scarf, gloves
- Wellies or old trainers (preferably to be left in school in a named bag).

Please ensure all kit is named.

Children have the opportunity to build dens, explore the mud kitchen, look after our animals and can get messy. Please send in clothes that you do not mind getting messy or wet.

For safety reasons children are not allowed to wear jewellery during Outdoor Learning, so please make sure that your child leaves all items of jewellery at home.



Jewellery

For Health and Safety reasons we recommend that children **do not wear** jewellery in the foundation unit. Stud earrings can cause serious injury to earlobes. Necklaces are also a real problem as they can catch on apparatus, equipment and other children. The school cannot be responsible for any jewellery lost.



Allergies, special dietary requirements and Medication

Please can you ensure that you inform us of any allergies your child may have or special dietary restrictions your child has so that we can be aware of these as soon as possible. Also, if your child needs any medication, please ensure that you fill the appropriate medical form in and do this through the school office. If your child needs an inhaler at school or other medical device, can you please ensure that your doctor provides you with an additional inhaler etc. so that it can be kept at school.

Class Blogs and School Website

We love to share information and photos of what the children have been up to in the Nursery Class on our school website. As part of the enrolment form you may opt out if you do not wish your child's photo to appear on this school blog.

Special Educational Needs

We aim to provide equality of opportunity for all children in the unit, and this includes children with Special Educational Needs and English as an Additional Language (EAL). Our special education needs co-ordinator (SENCO) in school, Mrs Allcoat, together with the class teacher are happy to discuss your child's care and education with you to allow your child to reach their potential. If you have any concerns or worries, please feel free to make an appointment with your child's teacher.

Walking home alone

If you want to let your child walk home alone from school, you must let us know in writing. This needs to be approved by the head teacher if your child is not in Year 6.

Moving to another school

If you are ever in the position where you need to leave John Clifford School for another school and/or country, please let us know in advance of your last day. We will need the date of departure, your new address, new school, and flight details if leaving to go abroad.

We're here to help 😊

If you need any further information please visit our school website at www.johnclifford.school or contact the school office by telephoning 0115 9258057 or email: office@johnclifford.school