

# Welcome to



## Information Booklet



The White Hills Park Trust  
*A Culture of Excellence*

## **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 life long 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**

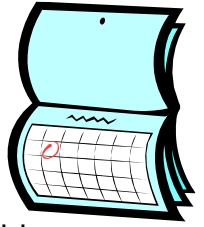
All children line up at 8:50am if they are in Key Stage 1 or 2. The school doors open and the bell will be rung at 8.50am, gates are closed at 9am. This time is sufficient for all pupils to come into their classroom and be registered on our electronic attendance register known as SIMs in the Classroom. Any pupil who is absent will be recorded as absent at the beginning of the morning and afternoon session. The attendance register must be completed by the class teacher by 9.15am for the morning session and by 1.20pm for the afternoon session. These registers are then submitted electronically to the School Office.

### **Absence**

If for any reason your child is absent it is very important that you inform the office either by telephoning **9258057** or text **01158240282** on the first morning of absence. 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.

## **Holidays/leave of absence in Term Time**

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



From 1<sup>st</sup> 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.

## **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. School Gateway App / Online Payments**

The application or online payment facility can be used to make payments for dinner money, trips, School uniform and accessories 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:

1. Search for "School Gateway" in the Apple App Store/Google Play or on your phone go to [www.schoolgateway.com/apple](http://www.schoolgateway.com/apple) (Apple) or [www.schoolgateway.com/android](http://www.schoolgateway.com/android) (Android)
2. Install the app and if you are asked then say yes to "Allow Push Notifications"
3. When you launch School Gateway for the first time, please select 'New User' and enter the email address and mobile telephone number you have **registered with the school.**
4. The system will send a PIN code to your phone; please enter this PIN code and the app will be activated for you.

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 by going to [www.schoolgateway.com](http://www.schoolgateway.com) on any computer system or tablet.**

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 will be offering support appointments to help you set up your Gateway account. Please call the office on 0115 9258057 to arrange an appointment.

## **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 @ <http://www.johncliffordschool.com/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. John Clifford drinking bottles are available to buy from the school office.



**Please do not fill with fizzy drinks or squash.**

**Please note - A separate bottle is required for your child's lunch box**

## **Milk**



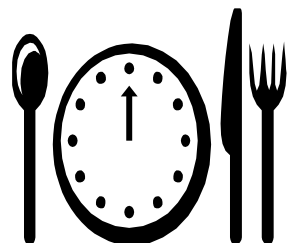
If you would like to register your child to receive milk, go to the cool milk website on [www.coolmilk.com](http://www.coolmilk.com) or please see Mrs Coyle for an application form or for more information. In order to receive milk, whether you are in receipt of Free School Meals or not, you must register with Cool Milk. Cool Milk is free until your child turns 5 years old.

## **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 see Mrs Coyle in the School Office. This will benefit you if your child would like free milk or funding towards school visits.

**Please inform the school in writing if your child is fasting.**

You may wish to take your child home at lunchtime, in which case they should be collected from the school office at **11:45am** and return at **12.40pm** in time for the afternoon session.

## **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?***

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***'.

**For every child registered John Clifford School gets £1345 this year.**

**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, ask at the school office for a form or go online to [https://emsonline.nottsgov.uk/CitizenPortal\\_LIVE/Account/Login?ReturnUrl=%2fCitizenPortal\\_LIVE](https://emsonline.nottsgov.uk/CitizenPortal_LIVE/Account/Login?ReturnUrl=%2fCitizenPortal_LIVE)  
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 £1345 extra.
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 £1320 extra.

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



***Please talk to us about registering your child today.***

## **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

## **Uniform**



We have a very child friendly and practical uniform at John Clifford.

- White polo shirt
- Royal blue jumper, sweatshirt or cardigan
- Grey or black pinafore or skirt
- Grey or black trousers or shorts (summer)
- Blue and white checked or striped dresses (summer)
- Sensible black shoes/sandals (summer) or **PLAIN** black trainers
- Black, navy or grey tights

**No leggings**

School uniform is available to purchase from the following suppliers:

- My Clothing website [www.myclothing.com](http://www.myclothing.com). This can be delivered to your door or in store.
- TGR Embroidery – 145 Attenborough Lane, Beeston, Nottingham. NG9 6AA  
Telephone: 07952 192899 Website: [trg-embroidery.co.uk](http://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 everyday. The British weather has a habit of changing and a bright, pleasant early morning doesn't always mean a warm lunchtime or afternoon and the children do spend a considerable amount of time outside

It is essential that your child has a bag to put in any letters, books or words to keep them safe and dry. You may like to buy a book bag from the office. Alternatively, please send your child with a book bag every day and place this in the box in the classroom.

### **PE Kit**



- A pair of shorts, black
- A plain white t-shirt
- Trainers

All the kit should be **NAMED** and in a bag (P.E. bags available from the school office), 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.

## **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.