



Admissions Information
2020/2021

School Uniform

Primary:

- Grey or Black Trousers/Skirt/Pinafore
- White polo shirt or long sleeved shirt.
- Red sweatshirt, jumper, cardigan or fleece
- Black, grey or white socks
- Black shoes
- PE Kit – A white or red T-shirt, black shorts and black pumps
- School bag – Own choice of appropriate bag/satchel.

If you would like to order uniform for a primary school pupil with the Uffculme school logo, please visit the school website www.uffculme.org.uk, select the 'Parents & Carers' tab and choose the Uniform option. You will find a link to our direct supplier. Plain items can also be purchased through the website for pupils of any age or you can purchase plain items at any chain or department store.

Secondary:

- Grey or black trousers/skirt/pinafore
- A white shirt (with top button)
- Grey or red jumper/cardigan
- School Bag – Own choice of appropriate bag/satchel
- PE Kit – White top, black shorts/tracksuit bottoms, white socks, trainers (any colour).

Sixth Form:

- Sixth form students don't need to wear a uniform. We ask that they wear smart casual clothing without logos or slogans.
- PE Kit – Black Tracksuit, white tee-shirt and trainers for use in the indoor and outdoor gym.

All items **must be named** – we may need to write a name on a label if clothes are not named (as items can sometimes inadvertently get mixed up.)

Please provide one separate named bag/holdall (**not a plastic carrier**) to hold your child's PE Kit. Also, a second named bag if your child will require spare clothes during the school day.

Your child may attend swimming lessons – you will be made aware of this in advance. Their swimming kit will need to comprise of a swimming bag, swimming trunks (above knee length) or costume, towel, goggles and arm bands if required.

Jewellery

Bulky jewellery is not permitted for reasons of health and safety.

- Earrings: Small flat studs may be worn
- Rings: One flat ring is allowed
- Necklaces: must not be bulky, be discreet and hidden from view.

All jewellery **must** be removed when taking part in PE.

Lunch Arrangements

Please let school know your child's lunch arrangements as soon as possible.

The options for lunchtime are:

1. School dinners.
2. Free School Meals (if eligible - see below)
3. Lunch provided from home.

We are unable to heat food / drinks for pupils, or keep food / drinks in a refrigerator. We would suggest using an insulated wide necked flask, or insulated lunch box.

School Meals

The current cost of a primary school meal £2.35 per day and the current cost of a secondary/sixth form school meal is £2.45 per day. Payment for school meals must be made weekly, online via ParentPay. You will receive your log in details during your child's first week in school. If you have any queries regarding school meals, please email enquiry@uffculme.bham.sch.uk.

Please note that school meal charges are revised on annual basis and any changes will be notified to parents/carers.

Free School Meal Entitlement

This is based on the following:

- Income Support (IS)
- Income Based Job Seekers Allowance (IBJSA)
- An income related Employment and Support Allowance (ESR ir). This benefit was introduced on 27 October 2008
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenues and Customs) that, as of 6 April 2010, does not exceed £16,190.

You will need to provide your full legal name, national insurance number, date of birth and sign to give permission for us to check your child is eligible for free school meals in the pupil information pack provided.

Medication

Information regarding school protocol for administering medication is included with this pack. Only prescribed medications can be administered in school. Medications bought over the counter cannot be given in school. Any medication sent into school must be in the bottle or pack as given by the pharmacist.

Please ensure Nappies/Pads/Sanitary products are sent into school if/when required.

Home School Communication

Your child will arrive home with a small printed notebook (home/school book). We use this as a method of communication between home and the school. Because your child may travel by minibus or taxi, you may not have the opportunity on a daily basis to talk to the class teacher.

Your child's class teacher will write in their home school book, giving you information and on occasion asking for information. The frequency of this will be appropriate to the needs and age of the child. The majority of our younger children are unable to tell parents what they have done in school; we therefore feel that the home/school book forms an invaluable link between home and school. Please check the book daily and we invite you to use it to communicate information or questions from home.

The home/school books are confidential, i.e. only those people directly involved with your child will have access to them.

School letters will also be sent home with students. They may be put into their school bags, or handed to the minibuses to hand to you when your child arrives home. We also use a school text service to send important reminders, information and notices. If you provide an email, we may also email school information to you. Any relevant information/notices/events will also be added to the school website: www.uffculme.org.uk. The school runs a half-termly newsletter which will highlight events and notices that have happened in the school, or which will be coming up in the new term.

News and events are shared on the school website and school Facebook page.

If you have any queries about communication, please contact the school office.

The School Day and Attendance

School attendance is governed by The Education (Pupil Registration) (England) Regulations 2006. This attendance procedure reflects the law and the guidance provided by the Department for Education and Ofsted.

On a regular basis the school will monitor individual pupil attendance figures.

This procedure will contain within it the process to support school attendance.

Primary School Day

- Students arrive on site at 9:00am for registration
- Pupils will have an hour break to eat lunch and play outside.
- The school day ends at 3.10pm

Secondary/Sixth Form School Day

- Students arrive on site at 8:45am for registration
- Lessons begin at 9:00am
- The school day ends at 3:15pm

Absence due to Illness

- Contact school on the **first day** of absence. Please phone and speak to the attendance officer.
- Information **should not** be sent via the pupil guides.
- Tell us why your child is absent, and how long your child will be away.
- If you do not contact school, a member of staff will phone you directly.
- If we are unable to contact you, a letter will be sent home.
- If we do not receive a response, the school will then do a home visit and refer the matter to social care.

Medical and Dental Appointments

- Medical or dental appointments must be made outside of the school day if possible.
- An appointment during the school day should not prevent children from attending school for the remainder of the day.
- School should be notified of medical appointments in advance giving as much notice as possible.
- The school may ask for evidence of the appointment e.g. an appointment card or letter
- Information **should not** be passed via the pupil guide.

Frequent Absence

- A senior teacher will contact parents to discuss concerns over frequent absence
- If absence relates to behavioural difficulties, school will support parents on implementing strategies.

- Parents will be required to provide proof of reasons for absence
- If pupil absence does not improve then parents will be invited to participate in an Early Help process in order to support parents in improving attendance.

Lateness

- Children need to be in class ready to begin lessons at 9:00am
- If a pupil arrives in class between 9:00am and 9:30am, they will receive a late mark
- If a pupil arrives after 9:30am, they will receive an unauthorised absence mark.
- If a pupil is late twice within a one week period, parents will be contacted by a senior member of staff.
- Please note children will not receive late marks if their Local Authority provided transport arrives late.

Holiday Requests

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 make clear that head teachers may not grant any leave of absence during term times unless there are exceptional circumstances. Requests for leave to take children on holiday during term time cannot by law be granted.

If, in exceptional circumstances, you need your child to be away from school for anything other than illness, you must contact the head teacher and allow her to consider your application before booking flights or leaving the country, even when unforeseen events occur (e.g. sudden family bereavement). Please contact the office for an application form requesting permission at least 10 days in advance of dates you are requesting.

Please note The Head Teacher and Governing body are within their rights to turn such applications down and refuse authorisation for parents/carers to take their children out of school during term time. Such a decision will have been made in the best interests of the pupil's educational progress and attainment and with due regard to their previous attendance record.

School term dates are those issued by Birmingham Local Authority and are available from www.birmingham.gov.uk/termdates.

You will be informed of term dates and school's training days by letter or newsletter, and on the school website.

Relationship and Sex Education

All students will receive Relationship and Sex Education (R.S.E.) as part of the Personal, Social, Health and Citizenship Curriculum. School will inform and consult parents about the content of lessons before these are delivered. Parents and Carers may withdraw their child from some or all aspects of R.S.E. lessons; however the aspects of human biology in the science curriculum concerned with Human Reproduction are statutory, and parents may not withdraw children from these lessons.

If parents are considering withdrawing children from R.S.E. lessons, we would strongly encourage parents to discuss this with the class teacher or a Senior Leader.

Safeguarding and Child Protection Information

The school maintains a high level of pastoral care of all pupils. Part of this responsibility involves remaining vigilant for any signs of physical, sexual or emotional abuse, as well as obvious signs of neglect. The school adheres to the model Local Authority Safeguarding and Child Protection Policy which is available for Parents/Carers on the school website: www.uffculme.org.uk.

Parents/Carers are reminded that in situations causing concern the school has a duty to act in the pupil's best interests and this may on occasion require referral of our concerns to other agencies (i.e. Social Care). Further safeguarding information can be downloaded from the school website.

Responsible Use of the Internet

As part of the Information and Communications Technology education at Uffculme School, pupils will be offered access to the internet. This facility will be monitored at all times by members of staff. However, before we can allow pupils to do this, we must obtain parental permission.

The internet contains a variety of resources, which can support and enhance children's learning across the curriculum. Prior to the pupils accessing these resources the teachers will have evaluated them. We also have a policy, which outlines the measures we will take to ensure that our children do not come into contact with inappropriate materials, but will use the Internet to further their educational and personal skills and abilities.

We firmly believe that the positive benefits of the internet far outweigh any disadvantages. However, we also respect the right of each family to decide whether they wish to allow their child access to the internet. If you wish your child **NOT** to have access to the internet please indicate on the consent form provided in the consent pack. The safer use policy can be found on the school website: www.uffculme.org.uk

Please note that it is Birmingham Local Authority policy that pupils may not access the "You Tube" website in schools.

We request that pupils do not bring in any devices e.g. mobile phones, iPad's etc. into school. If your child requires this, please write to the head teacher outlining why special consideration should be made.

Transport

Home to school transport is not an automatic right. You will need to make an application for transport BEFORE your child starts school if your child does not currently have home to school transport OR if your child is moving into Post-16 education as there is a cost for this provision. The main points that we would like to draw your attention to are:

- You must provide a REGULAR address for your child to be picked up and dropped off. We would expect this to be the child's home address, but it may be a regular after school carer. The transport is not able to pick up/drop off at a range of different addresses.
- Any changes to drop off/pick up details can only be authorised by one agreed person (parent/carer). (See 'Emergency Procedures – when a child is not collected')
- You will be asked to provide an emergency address –Travel Assist ask for an address within one or two streets of the regular address
- The transport is only able to wait 3 minutes at a house. It is therefore essential that your child is ready for when the bus arrives – they are not able to wait.
- You will need to look out for the vehicle, as the guides are NOT allowed to get off the bus.
- You are responsible for taking your child out to the bus, and to fetch them off the bus, the transport guides are not allowed to get off the bus to collect/deliver children.
- If someone different to usual is collecting your child from the minibus, please inform **school** beforehand so that we can make the guides aware.
- Transport requires a minimum of **10 working days** for changes of address and you may be asked to complete a new application form.
- **Please keep school informed of any changes to contact numbers and addresses.**
- Our pupil guides do an excellent job and build up relationships with the parents of the pupils on their bus. **However, parents MUST phone school to provide information about any absence/appointment/change of address.**