

## Date

Dear Parents/Carers

### **Preparation for starting at Uffculme in September 2020**

We would like to invite you to this meeting as part of the formal intake process. This meeting will take place on XXXXXXXXX at XXXX at our Woodlands/Chamberlain/Russell Road site.

Please note, this meeting is for parents/carers only, your child will visit at a later date.

This meeting will provide information on the intake process, start dates and some school procedures.

Please find enclosed an admissions pack; please fill in as much information as possible and bring along to the meeting. We will require to see the original of your child's birth certificate and any other legal documents (i.e. court orders) which are relevant to the child.

We look forward to meeting and working with you as your child embarks on their education at Uffculme.

Yours Sincerely,

Ms Charlotte Stubbs  
Head teacher



## Admission Information

### Primary (Woodlands) Address:

Uffculme School  
Queensbridge Road  
Moseley  
Birmingham  
B13 8QB

### Secondary (Chamberlain) Address:

Uffculme School  
2 Yew Tree Road  
Moseley  
Birmingham  
B13 8QG

### Sixth Form (Russell Road) Address:

Uffculme School  
40 Russell Road  
Moseley  
Birmingham  
B13 8RE

**Main School Office Contact Number (for all 3 sites):** 0121 464 9634

**Email:** [enquiry@uffculme.bham.sch.uk](mailto:enquiry@uffculme.bham.sch.uk)

**Childs Name:** \_\_\_\_\_

**Teachers Name:** \_\_\_\_\_

**Teaching Assistants Names:** \_\_\_\_\_

**Class Name:** \_\_\_\_\_

**Date of Entry:** \_\_\_\_\_

### School Contacts

Ms Charlotte Stubbs – Head Teacher  
Mrs Clare Pemberton – Deputy Head & Designated Safeguarding Lead  
Miss Helen Baldwin – Acting Primary Deputy Head  
Mr Matthew Scarrott – Secondary Assistant Head  
Mrs Philippa Hunt – Sixth Form Assistant Head  
Miss Emma Harper – Acting Primary Assistant Head  
Ms Roz Marston – School Strategic Business Manager  
Mrs Kara Hanaphy – Acting Assistant School Business Manager  
Mrs Vanessa Lothian – Senior Office Manager

## Preparing your child for school – Primary

- Please **don't** change any home routines or handling methods before your child starts school.
- **Don't worry** if your child is not toilet trained – we will discuss this with us and when appropriate
- **Don't worry** if your child needs help to eat independently. We will work on developing skills in this area
- **Don't worry** if your child is unfamiliar with taxi/minibus methods of transport. We have experienced guides who will look after your child during their journey. Generally, children quickly learn to enjoy the travelling part of their school day.

## Items needed from home

Please send the following items into school:

- **Any medication** – medication **must** be in the bottle / pack as given by the pharmacist with name of medication, dosage, time to be given, name of child and expiry date. **Medication bought over the counter cannot be given in school.** A consent form will need to be completed by parents/carers before school staff can administer any medicines. A medication policy is in place and is available to read on our website.
- **Favourite comfort item** (*if you feel your child would need it.*)
- **Photograph of parents/carers/important adults**
- **Spare trousers/skirt/pants** (*in case of accidents*)
- **Sunhat and sun cream (when appropriate)** – A consent form will need to be completed for staff to apply sun cream. This is included in your consent pack.

If your child is not toilet trained, in the early stages of training, or is menstruating please send in:

- **Nappies** – if your child is not yet toilet trained, then we will need at least 4 nappies per day (some children may need more). You either send them in on a daily basis, or send in a packet of nappies. **If you receive nappies from the Health Authority you may find that you will need to buy extras, as they are not meant to be sufficient to meet your complete needs. We are reluctant to accept “pull up” pampers training pants – we will only accept ‘pull ups’ with Velcro sides.** Toilet training will be discussed according to individual needs.
- **Wipes**
- **Sanitary products** – Personal care will be discussed according to individual needs.
- **Nappy Bags**
- **Spare Clothing** – In a bag which can be left in school (not a plastic bag).

***Please label all items with your child's name***

## **Your child's first few days at primary school**

- You will be given a starting date for your child. We have a staggered intake – therefore all new children in the same class will start on different days.
- You will be invited to bring your child to school at a specified time, on a given date.
- Please bring your child to the office/reception area, where a member of staff will meet you. You will then go with your child to their classroom. As soon as you feel able, you will leave your child in the classroom, in the care of a teacher. We feel that it is important for you and your child that, on deciding to leave, you do so without hesitation and “hovering”! So, say “goodbye” to your child, and go.
- If you have not already done so, please return all admissions paperwork to the school office, ensuring they have had chance to make a copy of your child's original birth certificate and any other official documents the school needs to be aware of.
- We will telephone you during the day if you would like, or you may want to phone into the school.
- Your child will remain in the school for the rest of the school day. He/She will return home on the school transport – the transport arrangements will have been made prior to your child's starting date.
- On your child's second day in school the transport will arrive at the pre-arranged time to bring your child into school.
- The guides will take each child to their classroom. Classroom staff assist in this process. No child is allowed off the transport unless an adult is able to hold their hand.
- The classroom staff will welcome your child into the classroom. Bags and coats will be removed and the classroom activities begin.

## Preparing your child for school – Secondary & Post 16

- Please **don't** change any home routines or handling methods before your child starts school.
- **Don't worry** if your child is not toilet trained – we will discuss this with us and when appropriate
- **Don't worry** if your child needs help to eat independently. We will work on developing skills in this area
- **Don't worry** if your child is unfamiliar with taxi/minibus methods of transport. We have experienced guides who will look after your child during their journey. Generally, children quickly learn to enjoy the travelling part of their school day.

### Items needed from home

Please send the following items into school:

- **Any medication** – medication **must** be in the bottle / pack as given by the pharmacist with name of medication, dosage, time to be given, name of child and expiry date. **Medication bought over the counter cannot be given in school.** A consent form will need to be completed by parents/carers before school staff can administer any medicines. A medication policy is in place and is available to read on our website.
- **Favourite comfort item** (*if you feel your child would need it.*)
- **Photograph of parents/carers/important adults**
- **Spare trousers/skirt/pants** (*in case of accidents*)
- **Sunhat and sun cream (when appropriate)** – A consent form will need to be completed for staff to apply sun cream. This is included in your consent pack.

If your child is not toilet trained, in the early stages of training, continence issues or is menstruating please send in:

- **Nappies** – if your child is not yet toilet trained, then we will need at least 4 nappies per day (some children may need more). You either send them in on a daily basis, or send in a packet of nappies. **If you receive nappies from the Health Authority you may find that you will need to buy extras, as they are not meant to be sufficient to meet your complete needs. We are reluctant to accept “pull up” pampers training pants – we will only accept ‘pull ups’ with Velcro sides.** Toilet training will be discussed according to individual needs.
- **Wipes**
- **Sanitary products** – Personal care will be discussed according to individual needs.
- **Nappy Bags**
- **Spare Clothing** – In a bag which can be left in school (not a plastic bag).

***Please label all items with your child's name***

## **Your child's first few days at Secondary school or Post 16**

- You will be given a starting date for your child.
- Transport should already be in place for your child/young person. If not, please bring your child to the office/reception area at Chamberlain (Russell Road for Post 16 pupils), where a member of class staff will meet you. We feel that it is important for you and your child that, on deciding to leave, you do so without hesitation and “hovering”! So, say “goodbye” to your child, and go.
- If you have not already done so, please return all admissions paperwork to the school office, ensuring they have had chance to make a copy of your child's original birth certificate and any other official documents the school needs to be aware of.
- Your child will remain in the school for the rest of the school day. He/She will return home on the school transport – the transport arrangements will have been made prior to your child's starting date.
- Classroom staff will support each child to their classroom. It may be that your child needs to be physically supported to move into school safely, eg hand holding. Please inform us if this is the case.
- The classroom staff will welcome your child into the classroom. Bags and coats will be removed and the classroom activities begin.