

# Frequently Asked Questions

## When will my child start school?

For term dates, please click here:

<http://www.bishopalexanderacademy.co.uk/news/term-dates/>

## Whereabouts and at what time will I need to drop off my child?

Before school starts, the children line up at the gate entrance to the outside play area, until an adult opens up. We ask that you wait with your child, support them to find their peg and ensure they come into the classroom as independently as possible. Please see the September staggered drop-off and collection times, for clarification.

## Whereabouts and what time will I need to collect my child?

Please see the September staggered drop-off and collection times, for clarification.. The gate to the outside area will be opened by a member of staff and you can wait for your child to be called, under the sheltered area.

## Will there be a breakfast club?

In September, there will be no breakfast club, temporarily, due to limited staffing measures due to COVID-19.

## Why are children offered a bagel when they arrive at school?

The children are (optionally) provided with a bagel when they arrive at school, as part of the National School Breakfast Programme. This is to ensure that no child starts the school day hungry, which impacts upon their ability to focus and to learn effectively. Funding for the programme comes from the Department for Education and is delivered by a partnership of two charities: Family Action and Magic Breakfast. The school successfully completed an application to be part of the programme.

## Will my child need to wear uniform?

Yes. We have very high expectations for uniform and expect that all children wear school uniform. Please click on the link below for further information.

<http://www.bishopalexanderacademy.co.uk/transition-school-uniform-order-forms/>

### What does my child need to bring to school daily?

Under normal circumstances, your child will need to bring their coat, book bag and water bottle, each day.

### Will my child have a peg?

Yes. Your child will keep their coat, PE kit and book bags here. It will have their photo and name to support them to use them independently.

### Can they bring their favourite toy in?

No. Please try not to send your child with favourite toys or items from home; they can very easily get lost.

### Will my child need to bring a PE kit?

Yes, if your child is in Larch. This will be kept on their peg and sent home at the end of term. Please click below to see an example of what their P.E. kit should look like.

<http://www.bishopalexanderacademy.co.uk/transition-school-uniform-order-forms/>

### Will my child need to wear additional clothing for Forest Friends?

Your child must bring a name-labelled all-weather suit (available from all good retailers). Depending on the time of year, you should provide additional clothing, including an extra pair of socks, extra layer of leggings/tights (to keep warm), a hat and waterproof gloves. We encourage the children to be prepared for the outdoors, whatever the weather. Your child is likely to get very muddy!

### What if my child has an inhaler?

Inhaler(s) will be kept in the classroom and will be clearly marked with the users name, class and picture. Your child will take this with them when they go to P.E. Please ensure that the inhaler is in date and has the printed prescription with your child's name on it. Out of date inhalers will be returned to parents so that you can dispose of them.

### Will my child need to bring a snack?

No, All children in Larch and Acorns are provided with free fruit as a snack every day. If you would like your child to have free milk (up to the age of 5 years old) you can register at [www.coolmilk.co.uk](http://www.coolmilk.co.uk) and it will be delivered every day to school.

### Will my child need to bring a bottle?

Yes, We encourage the children to have regular drinks of water throughout the day. Please make sure that your child brings their own water bottle (no juice) to school, labelled with their name. Your child can take it home every day.

### Will my child need to bring a lunch?

They may bring a packed lunch if they are in Reception (Larch), however, all children in Larch are entitled to a free school lunch. Please encourage your child to try different dinners. You can find the menus here: <http://www.bishopalexanderacademy.co.uk/dinners>

### What happens at lunchbreaks?

The children eat their dinner in the hall and then play outside, in the Foundation Playground.

### Will my child have homework?

At the start of each term, your child will bring home their home learning expectations. You should aim to complete these with your child to support them with their learning journey. You can make a comment and share a picture about your child's learning activities on Tapestry.

### What is Tapestry?

We use Tapestry as a part of assessing and documenting your child's learning and progress. You will receive notifications when new learning has been posted. There will be opportunities for you to upload photos of your child's learning and interests when they are out of school.

## How often should we read at home?



In Acorns and Larch, your child will take a book home from school, which you can read to them - eventually they will read to you every day. Please bring your book bag every day. Please share a book for approximately 10 minutes daily. Also in Larch, a set of words will be sent home in your child's reading diary, which they should practise every day, to help your child know these words by sight.

## What are the School Values?



Our school values are Aspiration, Care, Independence, Resilience, Respect and Responsibility.

## What must I do if my child is poorly or late?

You must call the school on 01636 680040, to let us know if your child is going to be late or will not be attending school, by 9.00 am at the latest.

*As stated in our attendance policy, absences must be kept to a minimum and will be authorised in line with Government Guidelines/DfE 'Academy Attendance' July 2019. Continuity of learning can only take place through regular attendance. DfE guidelines Education Act 2003 (updated July 2019) the Headteacher may no longer authorise holidays/leave of absence during term time.*

*Children arriving after the gate has been locked should report to the main reception giving the reason for lateness, this information and the time of arrival is noted by the Academy Administrator who will update SIMS notes. Lateness is monitored through our attendance management protocol via our Attendance Officer Unauthorised and persistent lateness may result in a referral to Education Welfare. A Penalty Notice may be issued (See section II).*

## What is your behaviour policy?

Please click here to see our behaviour policy: <http://www.bishopalexanderacademy.co.uk/wp-content/uploads/2020/03/Behaviour-Policy-March-2020.pdf>

## What if I am concerned about my child's behaviour at home?

Please email your child's teacher on [help1@bishopalexanderacademy.co.uk](mailto:help1@bishopalexanderacademy.co.uk) who will aim to arrange a convenient time to discuss this further. We may be able to offer some advice, or we may be able to sign post you to some family support agencies.

## What should I do if I want to discuss a concern or worry I have?

Please speak to us about your concern. You could do this at the end of the day (once all the other children have left), telephone us or email: [help1@bishopalexanderacademy.co.uk](mailto:help1@bishopalexanderacademy.co.uk)

Please remember the documents that you have signed, regarding respect and social media expectations.

## How will you keep in touch with me?

These are some of the ways in which we will keep in contact with you: Marvellous Me, Tapestry, Email, Phone, Meetings, Teachers (make an appointment), Parents' Evening, Reports, 'Stay and play' sessions. Please remember that it is your duty to keep us up to date when contact details change.

## Who are the key members of staff I might need to know?

**Headteacher:** Mrs Nicola Spencelayh

**Deputy Headteacher:** Mr Stuart Ward

**Assistant Headteacher:** Mr Hamid Rizvi

**Designated Safeguarding Leads:** Mrs Emma Walker, Mrs Nicola Spencelayh, Mr Stuart Ward, Mr Hamid Rizvi & Miss Sara Tyers

**SENCo:** Mrs Rachael Ward

**Attendance Officer:** Mr Rob Jones

**Family Support Worker:** Mrs Shelley Fitzpatrick

**Early Years Phase Leader:** Mr Leon Charlesworth

**Lower KS2:** Mr Hamid Rizvi

**KS1 Leader:** Miss Karen Jones

**Upper KS2:** Mr Stuart Ward

We hope this has helped to answer any questions you may have had however, if you have any further questions, please contact the school office or email: [help1@bishopalexanderacademy.co.uk](mailto:help1@bishopalexanderacademy.co.uk)