

Frequently Asked Questions

When will my child start school?

For term dates, please click here:

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

Whereabouts will I need to drop off my child?

Before school starts, pupils line up at the gate entrance to the outside play area, until an adult opens up. We ask that you wait with your child before they come into the classroom as independently as possible, when their teacher greets them.

Whereabouts will I need to collect my child?

The gate to the outside area will be opened by a member of staff and you can wait for your child to be called.

Is there a before school club?

Each morning there is a Breakfast Club, which your child can attend if they are full-time. There is a small cost to cover a simple breakfast and a range of activities are available. It opens from 7.45am until 8.40am, when your child will then be brought down to the Larch staff.

Will my child need to wear uniform?

Yes. We have very high expectations for uniform and expect that all pupils 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?

Your child will need to bring their coat, book bag and water bottle, each day.

Will my child have a locker?

Yes. Your child will have their own locker where they can keep their coats, PE kits and book bags. It will have their photo and name to support them to use them independently. Lunch boxes are kept in the classroom, along with their water bottles.

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 in their locker or on a 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) and a pair of name-labelled wellington boots to be kept in school. 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. 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 pupils 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 and it will be delivered every day to school.

Will my child need to bring a bottle?

Yes, We encourage pupils 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 pupils 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?

Pupils eat their dinner in the hall and then play outside.

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 academy 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.

Pupils arriving after the gate has been locked should report to the main reception, signing their child in giving the reason for lateness. This information and the time of arrival is noted by the Academy Administrator. Lateness is monitored through our attendance management protocol via our Attendance Officer.

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.

Unauthorised and persistent lateness may result in a referral to Education Welfare. A Penalty Notice may be issued.

What is your behaviour policy?

Please click here to see our behaviour policy: <https://www.bishopalexanderacademy.co.uk/key-information/policies-and-documents/>

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

Please email your child's teacher on 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 pupils have left), telephone us or email: Help@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 Spencelayh

Deputy Headteacher: Mr Ward

Designated Safeguarding Leads: Mrs Walker, Mrs Spencelayh, Mr Ward

SENCo: Mrs Ward

Attendance Officer: Mr Jones

Family Support Worker: Mrs Fitzpatrick

We hope this has helped to answer any questions you may have had however, if you have any further questions, please contact the academy office or email: Help@bishopalexanderacademy.co.uk