



"TOGETHER WE ARE STRONGER"

2nd September 2021

Dear Parents / Carers

We hope you are all well and have had a lovely summer.

Previously, we informed you of various changes taking place within the Academy to improve efficiency and effectiveness. Most importantly, we no longer sell uniforms and we require all payments to be completed online. This letter addresses the changes taking place and what you need to do.

A key change is that the Academy has a new Senior Office Manager and new Head of Finance. We are delighted to welcome existing staff to these new positions. Mrs Julie Rooney is our new Senior Office Manager and Mrs Julia Arnold is our new Head of Finance.

Normal School Hours

We are delighted to inform you we are back to our normal school working hours that were in operation before Covid.

Attendance

Attendance at the Academy will continue to be mandatory for everyone unless a child has symptoms, has tested positive or has been asked to self-isolate or quarantine. You must inform the office if your child/ren are not attending the Academy on any given term day.

School Times

- The playground gates open at 8:30 and close at 8:55 for KS2 and 9:00 for KS1.
- The school day commences at 9:00am and finishes at 3:25pm for KS1.
- The school day commences at 8:55am and finishes at 3:35pm for KS2.
- Please remember, we are not responsible for your child until 8:55am for KS2 and 9:00 for KS1. All children in KS1 need to be supervised by a parent/carers and should not be left unattended.
- KS1 children will enter the front playground as normal.
- KS2 children will enter the back playground via the drive.



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- The gates will be locked at the times stated above and if your child arrives after that time they will be marked as late.
- All children that are late should be brought to the office where there will be a member of staff waiting to register them.
- At the end of the day, all children are to be collected from the KS1 playground.

Please note – the new play equipment is not to be used by children before or after school. We will be sending you, over the coming weeks, consent forms regarding obtaining permission if you want your child to be able to use the play equipment.

No child will be allowed on any play equipment without parental consent.

Breakfast Club

Breakfast Club will start Monday 6th September 2021 and will operate as it did before Covid restrictions.

Uniform

As you are aware all uniform is now **only** available from - Uniforms Plus, 935 Walsall Road, Birmingham B42 1TN.

Importantly, all children will eventually need a P.E. top in their house colours. Obviously, some children will still fit into their white P.E top, please feel free to continue using these white tops until you require a new one.

All children know their house colours but we will give a reminder on the first school day just in case any child has forgotten.

P.E.

When it is your child's P.E. day they can attend school wearing their P.E. kit. Your child will be provided with a P.E. timetable at the start of the year so they are clear when it is their P.E. day.

Swimming

Swimming will resume this term and we will notify the relevant classes next week. A letter concerning swimming arrangements will be given to relevant pupils going swimming next week.

- Autumn Term – Year 3
- Spring Term – Year 2
- Summer Term – Year 5

After School Clubs

Extra-curricular activities and trips will re-start after the first half term if all is well with Covid. You will be notified later in this half term of a timetable of clubs and how to book online for them.

New Management System & Payments

Most importantly and our most significant change.

As we previously mentioned, we are excited to be moving our Management System to Arbor from September 2021. Adopting Arbor will allow us to communicate with you more efficiently through the Parent Portal and the Arbor App.

As well as improved communication, the Parent Portal and Arbor App, will enable you to register your child for a club or trip and update general information such as all contact details, addresses and telephone numbers.

Importantly, all payments to the Academy such as school dinners or trips must be made through the Parent Portal and Arbor App. Any outstanding balances or credit from our last system have been already transferred over to the new system and you will be able to see outstanding balances or credits on the new Parent Portal and Arbor App.

Tomorrow afternoon, you will be able to register for payments. An email regarding the parental app and details on how to register will be sent at this time.

It is very important to access this letter and register your child/ren immediately.

It is very important that all dinner money is paid immediately. The cost is £2 per day for a school dinner.

Please remember no children at all will be able to swap from having a school dinner to packed lunches and vice versa without giving the office one full week's notice. If you intend at some point to change your child from school dinner to sandwiches you must remember that you contact the office on a Monday only to give a weeks' notice.

All instruction will be emailed to you on exactly what to do to make payments tomorrow afternoon, Friday 3rd September 2021. Please take note, the telephone systems will not be put on until 1pm tomorrow to answer any questions.

If you are having any problems accessing the system you must ensure the Academy has your correct email address. It is essential your preferred email address is registered with the Academy.

We all trust the new system will prove efficient for you all.

Office Hours

Most importantly, we have a new telephone system which will be self-explanatory when you contact the Academy, again this is to improve efficiency when communicating with the Academy.

It is extremely important to note that the office will only be open to visit in person at certain times during the school day.

Parents can visit the office at the following times:

- 8:30am until 9:15am
- 3:15pm until 4:00pm

Please note, the access gate for the office will be closed at 9:15am and not re-opened until 3:15pm. Obviously, pre-arranged appointments will be accommodated.

Without doubt, with our paying online systems and the local shop selling school uniforms there will be little need for you to come to the office. We are sure these improvements will help all our parents in their busy lives.

Initially, when there is any change there is always a few teething problems so we ask for your patience over the next few weeks while we all get efficient with the new systems.

We are all looking forward to seeing the children on Monday 6th September 2021.

Yours sincerely

Miss L Barratt