



September 2024

The new academic year

Information for
parents/carers and pupils

Looking ahead to September 2024:

I hope you find the information in this booklet useful. Please remember that we are holding 'Meet the Teacher' sessions in September which will also provide you with school information. You will be welcomed into the halls after you have dropped your children off in the morning.

Reception- 16th September 9:00 am infants hall
Year 1 – 16th September 9:00 am Junior hall
Year 2 – 17th September 9:00 am Infant hall
Year 3 – 17th September 9:00 am Junior hall
Year 4 – 18th September 9:00 am Infant hall
Year 5 – 18th September 9:00 am Junior hall
Year 6 – 19th September 9:00 am Infant hall
Resource Base 19th September 9:00am Junior hall

We look forward to working alongside you in the coming year; celebrating your child's successes and championing them every step of the way!

Mrs S Patel
Head Of School

Our 'core values'

- ▶ At Prince Albert Primary School, we have six core values that we follow, these are: friendship, understanding, commitment, honesty, equality and respect. Pupils are taught the importance of these values and we expect to see them embedded in the ethos of the school
- ▶ We strongly **believe** that every child matters. We respect each child in our school for who they are, and we treat them with fairness and honesty.
- ▶ We provide our pupils with a creative and engaging curriculum that will ensure they have the knowledge and skills they need to set them on the path to becoming lifelong learners.
- ▶ It is an expectation that in every year group we will provide our children with learning experiences that will enable them to excel in their academic, emotional and social life.
- ▶ Representation, equality and diversity underpin our curriculum offer. Everyone is welcome in our school; valued for who they are; respected for their beliefs and for their differing cultural heritage.
- ▶ We have high **aspirations** for every pupil we serve; we will prepare them for life beyond our school, ensuring they can be as successful as possible in their future endeavours.
- ▶ It is our hope that our curriculum will pave the way for further education; igniting a love for learning and promoting the huge life-value which education provides.



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Our uniform:

Uniform is an important part of our school identity. We want our pupils to wear it with pride and to understand that it represents that they are valued members of a special community.

The compulsory uniform for Prince Albert is:

- *Purple sweatshirt/cardigan (PA logo preferred but not essential)*
- *White polo shirt*
- *Grey trousers/skirt/pinafore*
- *Grey tights/socks*
- *Black school shoes (no trainers)*

For PE, the compulsory uniform is:

- *white plain or polo t-shirt*
- *Black shorts*
- *Black PE pumps/trainers for outdoors*
- *Plain black tracksuits can also be worn.*

NB: Children wear their PE kits all day on their timetabled PE days.

These will be shared by your child's class teacher in September.

There is no expectation from school for parents to provide stationery items for their child.

School will provide pens, pencils, rulers, glue sticks etc. to every child in September.



You can find further information about how to order school uniform on our website.

It can be ordered here:

<https://www.schoolwearolutions.com/product-category/our-schools/prince-albert-primary-school/>

Starting school:



September 2024:

Monday 2nd and Tuesday 3rd September – Teacher training days

Wednesday 4th September – School begins for all pupils from Reception-Y6

Arrival and Departure Procedures:

- The doors to school open at **8:45am** and we operate a 10-minute window for children to get into school each morning.
- Registration begins at **8:55am** and any child who is not in the classroom by this time, is late.
- **Lates** must enter school via the main school reception to receive their mark.
- The school day ends at **15:30pm**.
- Children should be dropped off and collected from the main playground. Please stay behind the white line when waiting for your child. Year 1 are collected from the Nursery playground and Reception are collected from the Reception doors.
- Please park sensibly when bringing children to school. Please do not park or drop children off in the school zone. Children below Year 5 should be brought into the playground and not dropped off outside school.



**THE GOVERNMENT ARE ENFORCING INCREASED SANCTIONS FOR POOR ATTENDANCE AND PUNCTUALITY FROM SEPTEMBER.
IT IS VITAL THAT CHILDREN ARE IN SCHOOL (AND ON TIME) EVERYDAY.**

Lunchtimes:

Our kitchen team provide delicious, nutritious hot meals every day. These are automatically free to any child in Reception, Y1 or Y2 as part of the universal free school meals initiative from the government.

Other children may also be eligible for a free school meal, as part of the pupil premium free school meals offer. If you think this applies to you, please contact our school office via enquiry@princealbert.bham.sch.uk for more information.

Dinners can be purchased at a cost of £2.45 per day (payable via ParentPay) Healthy packed lunches are also permitted for all pupils who do not wish to have a hot school dinner.

Snack time:

Children in Years 1-6 are permitted to bring a healthy snack, such as fruit or a cereal bar, with them to school each day. We are a NUT-FREE school so no products containing nuts can be brought into school.

Pupils should also bring a water bottle – they have access to fresh, filtered water freely across the school day in all year groups.



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Working with parents:

No one knows your child better than you!

Our parent-partnership is an integral part of school life.



We pride ourselves on being available to listen to any queries, concerns or important information you need to share. A member of SLT is always available on the playground before and after school. Alternatively, you can contact us via phone or email enquiry@princealbert.bham.sch.uk

Our pastoral and inclusion teams are also on hand to provide advice, support and a listening ear when one is needed.



Parent and School Communication

As a trust, effective communication with our school communities is extremely important to us. From time to time we know that you may have queries or questions that you need to raise with school staff or the senior team. We understand that it is important for you to know when you should expect to receive a response.



We will aim to respond to parent enquiries as follows:

- *If you call the school and require a phone call back, we will endeavour to return your call within 24 hours.*
- *If you email your enquiry, we will endeavour to reply to your email within 48 hours of receipt.*
- *If you send in a written letter, we will endeavour to acknowledge receipt of the correspondence within 72 hours (unless an existing policy sets out an alternative timeframe).*

We hope that you will find these timeframes useful for your reference. They apply to the working day and are not applicable during holiday periods.

As ever, members of the staff team will always try to make themselves available to you in the morning and at the end of the day and in the first instance you should see your child's class teacher in order that they can assist you in a timely way. If you ever have an urgent concern, please make the school aware so that we can respond appropriately.

We politely remind you that we can only discuss your child with you and are not able to discuss or share information relating to any other pupil.

All contact details for the school are available via the school website.

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Other important updated information:

Friday afternoons:

- ▶ Our school closes at 1pm to most pupils on Friday afternoon.
- ▶ This is to allow for statutory PPA time for teachers and prevents children from having multiple teachers across the school week. It is an approach which has been used successfully for several years.
- ▶ 'Friday Club' is provided as provision for parents who are unable to collect their child at 1pm due to work or education commitments. The full criteria for eligibility is shown below:
 - Both parents/ single parent working.
 - Both parents/ single parent in full-time education.
 - One parent working, one in full-time education.
 - Children with EHCPs.
 - SEND children who are on the SEN register with a specific, identified learning need (eg: Hearing impairment).
 - Children with Social Services or Family Support Worker involvement.
 - Children with specific pastoral need as identified by school.
 - There will be a small number of additional places that can also be used. (If a problem arises, which means your child has to stay in school for a Friday afternoon then this will be by arrangement with the Head of School and the school must have at least 7 days' notice.)
 - There is no charge for accessing Friday Club.
- ▶ If you believe your child is eligible for Friday Club provision, please email enquiry@princealbert.bham.sch.uk to book their place for September.

Medicines and illness:

- ▶ We are willing to help with asthma, allergies or long-term illnesses. Please ensure that you visit the school office and complete any relevant paperwork for medication to be administered during the school day.
- ▶ It is vital that school are made aware of **any medical need** for your child so that we can support appropriately. Children with any medical need that requires medication e.g. an inhaler or EpiPen, must have medication in school and this must be in date.





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Email: enquiry@princealbert.bham.sch.uk

Twitter: [@paprimary](https://twitter.com/paprimary)

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