

CHASE TERRACE PRIMARY SCHOOL



Information for
KS2 parents

Contents

Page 3	Welcome
Page 4	Class Dojo
Page 5	The Curriculum
Page 6	Free School Meals
Page 7	Free School Meals continued
Page 8	ParentPay
Page 9	School Uniform
Page 10	Attendance
Page 11	Attendance and Absence Information
Page 12	Safeguarding
Page 13	Operation Encompass
Page 14/15	Information from the school office



A very warm welcome to Key Stage 2!

Whether your child is just beginning their journey in KS2 or moving up to a new year group, we are thrilled to have you and your family as part of our school community. This stage is an exciting time of growth, curiosity, and increasing independence, and we are here to support your child every step of the way.

In KS2, children begin to deepen their learning, take on new challenges, and build the confidence and skills they need for the years ahead. We place great importance on fostering a love of learning, encouraging resilience, and celebrating every child's unique strengths and achievements.

We value the strong partnership between home and school, and we believe that working together makes a real difference. Throughout the year, we'll keep you informed, involved and welcomed into school life in many ways – from parent meetings and newsletters to events and celebrations of learning.

If you have any questions or need support as we begin this new chapter, please don't hesitate to reach out. We look forward to working with you to make this a positive and enriching experience for your child.

Class Dojo

What is ClassDojo?

Class Dojo is a school communication platform that links teachers and families securely by sharing classroom learning at home through photographs, videos and messages.

You can use the app on any device. You will be able to access your child's online portfolio and messages or homework tasks the teacher shares.

Messages

Messages allow teachers and parents to communicate directly. Staff will aim to respond to any messages within 24 hours but those sent out of hours will not be actioned until the next working day.



The Curriculum

- English
- Maths
- Science
- Art
- DT
- Geography
- History
- Music
- RE
- PE
- Computing
- PSHE
- French



In addition we will be organising special visitors to come into school, and school trips to enhance the teaching we will deliver and bring the topic to life for your children, giving them hands on experience and providing unique learning opportunities.

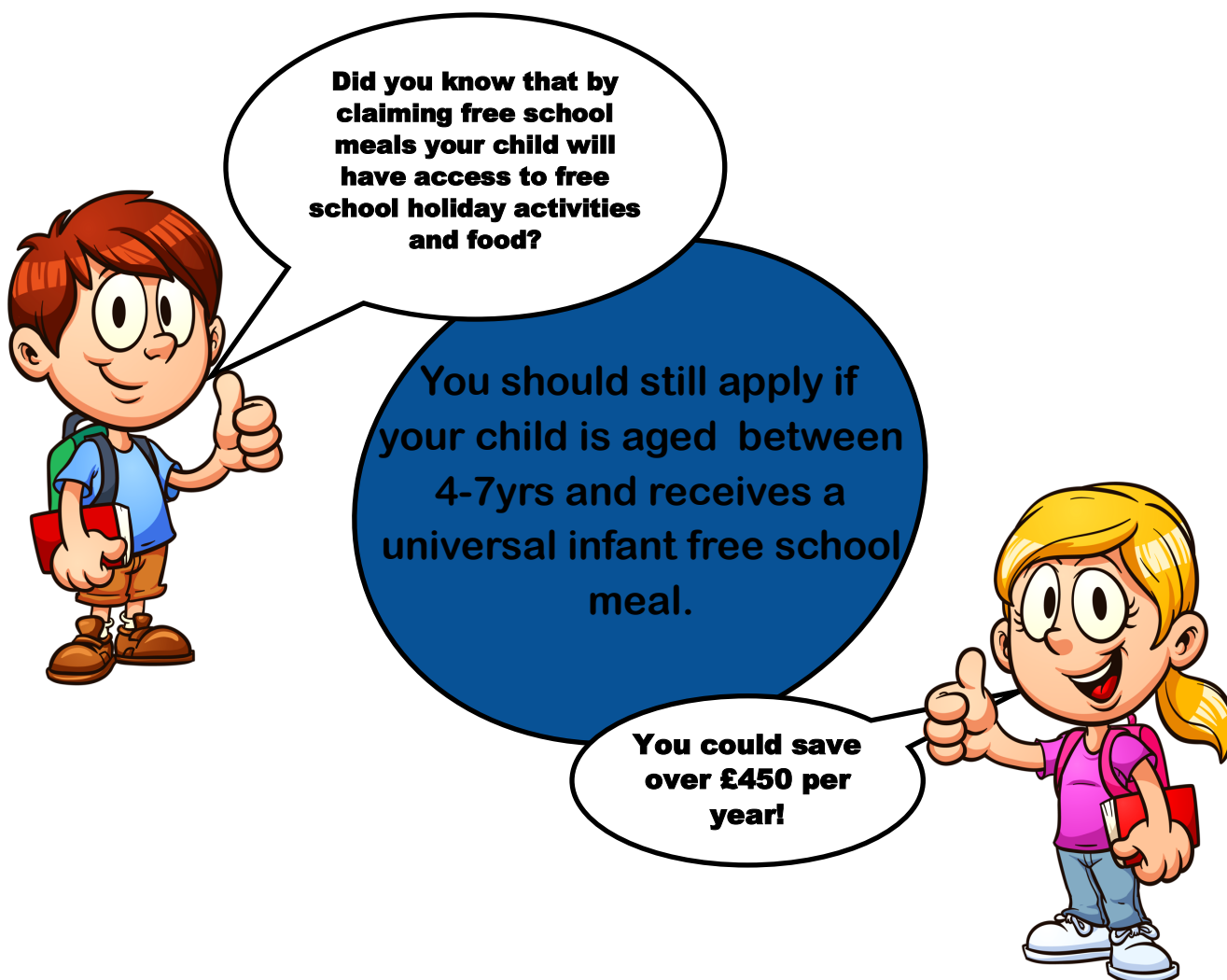


Free School Meals

Parents entitled to certain benefits can claim free school meals for any of their children who are registered at a Staffordshire school and who would normally be at school at lunch time. School meals are a good way to ensure that your child eats well at lunchtime and you can save yourself time and money.

Even if you don't want your children to have a school meal, claiming the funding helps their school. The more eligible parents who claim meals, the more funding the school receives.

For every pupil registered as eligible under the entitlement criteria, the school will receive extra funding. This is called the pupil premium. It is used to help raise achievement levels.



Free School Meals continued

Can I apply?

Your child could be eligible for free school meals if you get any of the following:

- Income Support
- Income Based Job Seekers Allowance. Please note the 'new style' job seekers allowance is not a qualifying benefit, as this is based upon payment of National Insurance contributions and not the household income
- Income Related Employment and Support Allowance. Please note the 'new style' employment and support allowance is not a qualifying benefit, as this is based upon payment of National Insurance contributions and not the household income
- Eligible for Child Tax Credit **but not** Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. **Please note:** anyone eligible for Working Tax Credit, or if you have a partner and they receive it, regardless of Income, you will not qualify
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time)
- Universal credit (provided you have an annual net earned household income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods). Your net earned income is your household income after taxes and deductions and does not include income from Universal Credit or any other benefits you may receive.

Find out more and apply at



freeschoolmeals@staffordshire.gov.uk



0300 111 8007 then select option 3 followed by option 2



www.staffordshire.gov.uk/education/Educational-awards-benefits/FreeSchoolMeals/Apply-online.aspx



ParentPay

We are a cashless school and use ParentPay for dinner money, school trips, consent and wraparound fees. To access the ParentPay system, you will need a username and password which will be sent home in a letter. Please see below for further instructions on how to activate your account.

To create a new account, you will need to have the account activation letter provided by school to hand. You will also need to be able to access your email as your email address will become your new username and is used for the verification process.

If you have lost your activation letter or not yet received it, please contact your school.

Please note, if you have previously had a ParentPay account you should attempt to login to this account and follow the add a child process, rather than creating a new one.

Navigate to parentpay.com

1. Select Login at the top right corner of the screen.
2. Enter the username and password (activation codes) provided in your account activation letter and select Login.

Complete the activation as detailed on the screen.



School uniform

- Burgundy sweatshirt
- Burgundy polo style shirt
- Black trousers (not jeans or tight fitting trousers or trousers with studs or any decorations)
- Black shorts (no cycling shorts)
- Red and white 'summer dress'
- Black skirt of a sensible length
- Plain black tights



Footwear

Plain low-heeled black sensible shoes suitable for active play. This does not include trainers, sandals or open-toe footwear of any type.

Children may also wear sensible flat-heeled black boots. (eg.Ugg boots are not acceptable).

P.E. and Games Kit

- Black shorts (no cycling shorts)
- Plain white t-shirts
- Black plimsolls or trainers with non-marking soles (ie soles that do not mark the hall floor)
Astro-turf trainers are not permitted
- Tracksuits or tracksuit bottoms may be worn in the winter for outdoor P.E.

A & J Designs (Staffs) Ltd
Apex Business Park
Units 1
Walsall Road,
Cannock,
Staffordshire
WS11 9PU



Uniforms Plus
Burntwood Town Shopping Centre
Chase Terrace

Telephone: 01543 677068

UNIFORMS
Plus

Attendance

The Importance of Good Attendance

Attending school regularly helps children succeed academically and socially. Every day in school is a valuable learning opportunity!

How Can You Support Good Attendance?

Create a morning routine to help your child start the day smoothly.

Prepare the night before by laying out clothes and packing school bags.

Set a reasonable bedtime to ensure your child gets enough sleep.

Plan holidays outside term time to avoid missing education.

Attendance 'Traffic Light' System

To help track attendance, we use a Traffic Light system. This is used to identify children whose attendance falls below target.

Chase Terrace Primary School Attendance		
0 days off school	100%	Outstanding
2 days off school each year	99%	Excellent
5 days off school each year	97%	Good
10 days off school each year	95%	Slightly concerned
20 days off school each year	90%	Concerned
30 days off school each year	85%	Very concerned

Even missing 10 days per year can have an impact on learning. We're here to help if you have any concerns about attendance.

Punctuality Matters

Did you know that being 15 minutes late each day adds up to two weeks of lost learning over a school year?

Good Time Keeping Matters Lost minutes= Lost Learning

5 minutes late	3 days lost
10 minutes late	6.5 days lost
15 minutes late	10 days lost
20 minutes late	13 days lost
30 minutes late	19 days lost
Over one full academic year	

Why Arriving on Time is Important

If your child arrives late, they may:

- Miss key learning at the start of the lesson.
- Find it harder to settle into the school day.
- Feel embarrassed walking into class late.
- Disrupt the flow of learning for others.

Attendance and Absence Information

We understand that sometimes children may need to miss school due to illness or exceptional circumstances. If your child needs to be absent, please let us know in advance whenever possible and notify us daily if they are unwell.

How to Inform School of Absentees?

- Contact the school office at **01543 227150**
If we are unable to answer your call, please leave a voicemail with your name, your child's name, and the reason for their absence.
- Send an email to **office@chaseterrace-primary.staffs.sch.uk**

Penalty Notices for Unauthorised Absences

Once a child reaches the age of 5, any absence that is not authorised by the school may result in a penalty notice. This is in line with government guidelines, which aim to support schools in maintaining high standards of attendance.

A penalty notice may be issued if:

- A child has 10 sessions of un-authorised absence within a 10-week period (please note that there are 2 sessions in 1 school day).
- A holiday is taken during term time without prior school approval.
- A child is persistently late after the register has closed.

If your child receives 10 sessions of unauthorised absence within a 10-week period, you may receive a notice to improve attendance or penalty notice, which could result in a fine.

As a school, we must report repeated unauthorised absences to the county council.

What Are the Fines?

First offence: £80 per parent, per child if paid within 21 days, rising to £160 per parent, per child if paid between 21-28 days.

Second offence within 3 years: £160 per parent, per child if paid between 28 days.

Further offences within 3 years: May lead to prosecution, with a possible fine of up to the £1,000 per parent, per child. **These guidelines, set by Staffordshire County Council and the Department for Education, came into effect on 19th August 2024.**

We're Here to Help!

We know that starting school can be an adjustment, and we're here to support you. We understand that sometimes things don't go to plan, and occasional absences or lateness happen. If you're struggling with attendance or punctuality, please reach out- we're happy to work together to find solutions that support you and your child.

Safeguarding

The school's designated safeguarding lead- Mrs Grunda (DSL) is responsible for overseeing safeguarding and ensuring that effective procedures are in place to keep children safe.

The school's Safeguarding Policy underpins the school's robust safeguarding procedures and ensures that all staff and other relevant individuals are aware of them.

The school also has several other safeguarding-related policies and procedures that are all in place to keep your child safe, including the following:

- Child-on-child Abuse Policy
- Prevent Duty Policy
- Online Safety Policy
- Child friendly safeguarding Policy
- Whistleblowing Policy
- Staff Code of Conduct
- Safer Recruitment Policy

You can find a copies of these policies on the school website or you can request copies by contacting the school office on 01543 227150

If you have any safeguarding concerns, you should report them to the DSL or their deputies as and when they arise. Where it is likely that there is an immediate risk to a child's safety, you should contact the emergency services.

The DSL makes appropriate referrals, e.g. social services and works with external agencies where necessary to ensure the safety and wellbeing of all pupils at the school.

The DSL and deputy DSLs are specially trained in safeguarding practices and hold the necessary qualifications.

The DSL team is as follows:

Staff	Role
Mrs Jamie Grunda	Designated Safeguarding Lead
Mrs Tania Harrison	Deputy Designated Safeguarding Lead
Miss Lucinda Pountney	Deputy Designated Safeguarding Lead
Miss Kirsty Handsaker	Deputy Designated Safeguarding Lead
Mrs Tina Powl	Designated Children Looked After Officer / SendCo
Mr Philip Moore	Deputy Designated Safeguarding Lead

Operation Encompass

Our school is part of Operation Encompass which is a national scheme that operates jointly between schools and police forces.

Operation Encompass is the reporting to schools, prior to the start of the next school day, when a child or young person has experienced domestic abuse.

As a school we have ensured that a member of our staff, Mrs. Grunda (Designated Safeguarding Lead) known as a Key Adult, has been trained in the Operation Encompass procedures allowing us to then use the information that has been shared, in confidence, to support the child/ren in our care.

This places a statutory obligation on police forces to share Operation Encompass notifications with schools settings.

We are keen to offer the best support possible to all our pupils and through Operation Encompass we will be able to provide the best possible support to our children.



General Information

Contact Information

School telephone	01543 227150
School email	office@chaseterrace-primary.staffs.sch.uk
School website	www.chaseterrace-primary.staffs.sch.uk

Arrival and collection

For your child's safety they will only be released to an adult that is named on the Data Collection Form unless you have contacted school and informed us in advance of any alternative arrangements. In the event of another adult collecting your child we would ask them to provide us with the password that you have set on your data collection form.

Absence

If your child is absent due to illness please contact the school via telephone or email to give a reason for the absence. If your child has any form of sickness or diarrhoea they must be kept at home for 48 hours after the symptoms have cleared. ***Parents/carers should contact the school each day your child is absent unless advised otherwise.***

Children's health

If your child is asthmatic and requires the use of an inhaler, please discuss this with your child's teacher. We will need an inhaler to be kept in school which should have the pharmacy label on with your child's details and instructions for use. A medical form will also need to be completed by you and held on our records.

If your child has any other medical conditions, a special diet for medical reasons or has any known allergies, please inform the school.

Medication

We are able to administer prescribed medication. Please complete a parental agreement form which can be obtained from the school office. If these are antibiotics we can administer 1 dose in school if they are required to be taken 4 times per day.

Accidents

If your child has an accident in school they will receive First Aid by a qualified member of staff. This will be recorded in the school accident book.

In the event of an injury above shoulder height you will receive a text message and your child will be sent home with an accident slip. Your child will receive First Aid and be monitored throughout the day. In the event of a more serious accident or any cause for concern we will contact you immediately by telephone to come into school.

General Information

Spare clothes

Sometimes children have toileting accidents. It would be beneficial to send your child to school with a spare change of trousers/skirt, underwear & socks each day in case of any accidents. We do have some spare uniform in school but this is limited.

Newsletters

Newsletters are published every 2 weeks and sent out to all parents via Email, these are also uploaded to our school website.

Curriculum newsletters for each key stage will also be sent out termly by email, these will help you to understand what your child is being taught.

Parent Consultations

Parent consultations take place in Autumn and Spring term to discuss your child's progress.

Updates

We keep in touch with parents via email about any important matters. Teachers may also put any updates and reminders onto Dojo.

Policies

These can be found on our website. Please scan the QR code for direct access.

