

**WREAKE
VALLEY**



ACADEMY

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Dear Parents/Carers and Students

We are looking forward to seeing all our students back in school on Thursday 29th August and we are particularly looking forward to welcoming our new Year 7 students. We hope that students are getting prepared to return to school and ready for what should be an exciting term.

We have attached a reminder of our expectations for uniform as well as the term dates for the forthcoming academic year which you may find useful to file somewhere safely. This information is also available on our website.

Below you will find some key information which may help with any queries you may have in advance of the first day of school.

Please note we return to school on Week A of the timetable. The school day will be as follows:

Time	Event
8.40am	Arrive at school
8.45am - 9.00am	Tutor time
9.00am - 10.40am	Lesson 1
10.40am - 11.00am	Break
11.00am - 12.40pm	Lesson 2
12.40pm - 1.20pm	Lunch
1.20pm - 3.00pm	Lesson 3
3.00pm	End of the school day

Should my child come in uniform on the first day?

All students should come in full school uniform. The groups listed below must bring their PE kit on the first day as they will have PE.

Year 7 students will not need to bring their PE kit on the first day.

8E/PE

9B/PE

9C/PE

10z/PeH

11z/PeD

11z/PeE
11z/PeF

When will my child have access to their timetable?

New Year 7 students will receive their timetable on their first day of the new term. Current students will be able to see their timetable on Arbor a few days before the start of term.

What do I do if my child has not got all the correct uniform for the first day of school?

Uniform can be ordered from Price & Buckland Uniform suppliers. [UK's Leading School Uniform Supplier - Price & Buckland \(price-buckland.co.uk\)](http://UK's Leading School Uniform Supplier - Price & Buckland (price-buckland.co.uk)) You will need to contact the school to let us know what uniform your child does not have and the reason for this. During the first few days of term we will allow a short period of grace for the uniform to be made compliant. You should email admin@wreake.bepschools.org The Head of Year may contact you to discuss this.

Can my child come to school on their bike/scooter?

Bikes and scooters can be kept in the bike sheds at the front of the school during the day. Students should dismount when they get to the school site. Bikes/scooters are left at the owners risk and the school cannot take responsibility for any loss or damage to them. Students should ensure that they have an appropriate lock.

How does my child purchase food from the canteen?

New Year 7 students will need to bring a packed lunch until Monday 2th September when Year 7 students will be issued with a temporary cashless card. A permanent card will be issued once we have the photographs of each student.. The school photographer will be in school on Monday 2nd September. Students who are entitled to Free School Meals will be provided with a packed lunch on the first 2 days of the new term.

Once your child has a cashless card you will need to add credit onto your child's account. You can do this by going into the Arbor Parent Portal (login details will be sent home to Year 7 parent s once we have enrolled all students onto our system on 29th August). We will send you details of how to top up your child's account separately.

Students must have sufficient credit on their account to cover the cost of the food and drink they wish to purchase. We do allow a very small buffer of £3.00 for emergency situations, this can be removed if you do not wish your child to have the £3.00 overdraft.

Students entitled to Free School Meals will have their account topped up with £3.00 each day. Students can choose to purchase food and drink at either break or lunch but will not be allowed to go over their allowance unless you have added additional funds to their account.

Please note funds that are added through Arbor do not show on your child's account at the tills immediately, please ensure that you allow sufficient time for the funds to go through. Where possible please top up over the weekend or the night before.

What equipment does my child need for the first day and every school day?

Every school day your child will need to bring a school bag, a reading book, a pencil case with 2 black pens and a pink pen, pencil, ruler, and calculator. They will also need a packed lunch or

their cashless card if they have one already and wish to purchase food/drink from the canteen. New students will be issued with a card during the first few weeks of term.

All students should bring a refillable water bottle with them every day. Students are allowed to refill their water bottles at the water fountains during break times.

What do we do if my child can't find their cashless catering card?

Replacement cards can be requested from the Finance Team in the Main Office or by emailing finance@wreake.bepschools.org Replacement cards cost £2 and will be deducted from your child's account, please encourage your child to keep their card somewhere safe.

Students must have their cashless card with them to purchase food/drink from the canteen. Any students who do not have their card and have no other means of food/drink will be asked to wait at the end of the lunch queue so that they do not slow the others down who have their cards ready to purchase food.

What do I do if my child needs to take medication in school?

You will need to complete the Permission to Administer Medication Form to give your permission for us to administer medication to your child in school. A copy is attached to this email.

Medication can only be administered once you have completed the form and returned it to school. The medication needs to be handed to Reception for the attention of our Medical Coordinator. It must be in the original packaging, clearly labelled with your child's name and the dosage required. Parents/Carers are responsible for ensuring that we have an in date supply of medication at all times.

If your child takes emergency medication such as Epipen/Inhaler/Diabetes or requires a controlled drug for ADHD or has medication that requires staff to receive specialised training for it to be administered, our Medical Coordinator should have contacted you already. If you have not discussed this medication with our Medical Coordinator already please contact us immediately by emailing us at Medical@wreake.bepschools.org This will allow us to put arrangements in place ready for your child coming into school.

What do I do if my child has mobility issues ie: cast/crutches/brace/boot etc?

To ensure that we can support your child to safely move around the school and to evacuate safely in the event of an emergency, we need to risk assess your child before they come into school. We will then put a risk assessment in place and in some cases a Personal Emergency Evacuation Plan (PEEP), this will be personalised for your child and their needs. Please ensure that you contact us to arrange either a face to face meeting or a telephone meeting ahead of your child returning to school. Either call the school or email us admin@wreake.bepschools.org

What do I do if my child is ill?

It is really important that students attend school everyday, even missing one school day can impact significantly on a child's progress. We want your child to progress so that they have the very best possible life chances when they leave school. Sometimes we can feel a bit off first thing in the morning but you know yourself that once you are up and about, you feel a bit brighter and can get on with your day. If your child is too ill to attend school you must telephone the school

before 8.45am to report their absence and explain the reason for their absence. You will need to report their absence each day before 8.45am until they are well enough to return to school.

What do I do if my child has an appointment during school time?

Appointments should be arranged outside of school time, wherever possible. We want to minimise any loss of learning or disruption to learning for all our students. Students leaving lessons or coming into lessons late can be disruptive for everyone. If it is not possible to arrange the appointment out of school hours then please notify us in advance by completing the form for Planned Absence. Details can be found on our website on the [Absence Reporting - Wreake Valley Academy \(bepschools.org\)](https://www.bepschools.org/Absence-Reporting-Wreake-Valley-Academy)

Who do I contact if I have a concern?

In the first instance concerns will be dealt with by the Tutor. You can contact your child's Tutor by emailing admin@wreake.bepschools.org

If the Tutor cannot resolve the issue or answer your query, this will be passed to the Head of Year or Pastoral Team Leader. If the Head of Year/Pastoral Team Leader cannot resolve the issue they will escalate this to the most appropriate member of the Senior Leadership Team depending on the nature of the issue.

If your concern relates to a specific subject area then please contact the Head of Department or our Admin team who can direct your message accordingly – admin@wreake.bepschools.org

Whilst staff will always aim to respond to parents as quickly as they can, please be mindful that staff will be in lessons with students throughout the day and therefore may not always be able to contact you the same day, this may sometimes take up to 48 hours.

What do I do if I want to see a member of staff?

As a busy working school, our commitment is to students and therefore staff are not available to meet without prior notice. If you require a face to face meeting with a member of staff, this should be arranged in advance via an email or telephone call with reception so that we can effectively organise this around their commitments with students.

What do I do if I have a query but don't know who to ask?

First have a look at the website, there is lots of useful information for parents on there. If you are unable to find the answer then contact admin@wreake.bepschool.org and our Admin team will direct your query to the right person.

We look forward to working with you all over the coming year.

Kind regards

Heads of Year and Pastoral Team Leaders
Wreake Valley Academy Pastoral Team

Attachments:

Uniform list
Term dates
Medication form