

INFORMATION FOR PARENTS/CARERS OF PUPILS JOINING LACON CHILDE SCHOOL

COMMUNICATION WITH PARENTS/CARERS

- **ParentMail:**

We use the email and texting system ParentMail to communicate up-to-date information to parents/carers wherever possible. This will include notifying of school trips/events, school closures, reminders/updates etc. This information will go to the requested **first contact** specified on the Admission Form so please ensure that we have the correct mobile number/email address and remember to up-date us of any changes. Contact information can be checked and updated on the SIMs App (see details below), or by using the Contact Us section on our website. Please also see section on these notes for more information about on-line payments for trips, activities and food purchases via ParentMail. Information about the school will also be published on our website www.lacon-childe.org.uk so please check this regularly.

An invitation to register with ParentMail will be sent via email to all new parents once we have your child's details on our system.

- **SIMs Parent App:**

This enables parents/carers to access key information about your child(ren), including attendance, timetable, behaviour/achievements, assessment and reporting. All assessment reports and examination results can be viewed on the App and no paper copies will be printed. Please indicate on the Admission Form if reports are required to be sent to any parent not living with the child. The App will also include the opportunity to inform us about changes to key information, e.g. new telephone numbers, changes of address, without having to contact the School Office, via a Data Collection Sheet. Once pupil details are on our system, we will send out a notification inviting you to register.

SCHOOL TRANSPORT

If you live **WITHIN** our catchment area or Lacon Childe is the nearest secondary school to your home address, you will be entitled to free school transport provided by Shropshire Council or Worcestershire County Council. However, you **MUST** apply for this as follows :

Pupils living in:

SHROPSHIRE: www.shropshire.gov.uk → Schools and Education → School Transport → Available Support → Secondary → Apply for Free School Transport

Telephone: 0345 6789006

WORCESTERSHIRE: www.worcestershire.gov.uk → Travel → Schools, Education and Learning → School and College Travel → School and College Travel Assistance → Check Availability → Eligibility under 16 → Apply for Assistance

Telephone: 01905 768323 (Education Transport Team)

IT IS EXTREMELY IMPORTANT THAT YOU APPLY FOR TRANSPORT IMMEDIATELY. IF YOU ARE UNSURE ABOUT WHETHER YOU QUALIFY FOR FREE TRANSPORT, PLEASE CONTACT THE SCHOOL OFFICE (01299 270312) or email: admin@laconchildeschool.co.uk

Your child's bus pass will either be sent direct to your home address or to Lacon Childe.

If you live **OUTSIDE** our catchment area but would be interested in a seat on one of the mini buses run by Lacon Childe, please contact the School Office (01299 270312 or email: admin@laconchildeschool.co.uk) for further details **urgently** if you have not done so already. We currently run routes covering Ludlow, Knowbury/Caynham, Lindridge area, Tenbury Wells, Bridgnorth/Chelmarsh/Highley and Bitterley areas but would be pleased to discuss individual requirements. The cost for this service for the academic year 2021-22 is **£180 per child per term**. A £50 deposit will be required during the Summer Term to secure the place(s).

ON-LINE PAYMENTS/BIOMETRIC SYSTEM (ParentMail)

Trips, activities, books and food purchases can be paid for electronically on ParentMail. Once your child's details are registered on our system you will receive notification on how to register.

We operate a Biometric Thumb Print System (cashless system) in order for pupils to pay for their purchases in the Dining Hall at break and lunch times. The benefit of using this system is that it incorporates the latest technology and eliminates the need for pupils to carry cash throughout the day.

If you choose not to have your child registered on the Biometric System, a 4-digit PIN code will be allocated. Please note that PIN codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times.

Please see the School Permissions section on the Admission Form to give your consent.

MEDICAL INFORMATION

The Admission Form includes a section for parents/carers to provide us with medical information, including details of allergies, food intolerances and dietary conditions/requirements. A Health Care Plan for some conditions to provide more details will be issued where necessary. Please ensure that this is returned to the School Office without delay.

PSHE

As part of the PSHE programme at Lacon Childe School, your child will be studying Sex and Relationship Education on-going in Years 7-11, in addition to Careers Education, Health Education, Citizenship and Thinking & Learning. These topics will be delivered on specific PSHE Days throughout each academic year and will be in the form of discussions, workshops and talks delivered by school staff, as well as external providers and guest speakers. The PSHE programme is all in line with Department for Education guidelines on health education as appropriate to your child.

The contents of the schemes of work delivered to each year group will be made available to parents/carers in September 2021 via the school website. However, as a school, we are continuously looking to develop the programme and involve parents' opinions on what they would believe the contents of the scheme of work should include. Therefore, you will have the opportunity to express your opinions on the content of PSHE through a survey via ParentMail in September 2021.

It is hoped that you are agreeable to your child participating in these sessions but, should you need any further information, please contact Mrs Guide : Assistant Headteacher – Pastoral Care, Behaviour and Support. Please see the School Permission Section on the Admission form to give your consent.

SCHOOL ACTIVITIES OUTSIDE SCHOOL PREMISES

There are many occasions when it is beneficial to take pupils out of school during the day in the course of normal curricular duties, e.g. enrichment activities, visits to the local church. Such visits are valuable adjuncts to the work in the classroom. We would be grateful if you could indicate your consent in the Permissions Section on the Admission Form.

All visits beyond the immediate local area will require a separate consent and generally this is incorporated with the on-line payment system. For extra-curricular trips, separate consent arrangements giving full details will be issued on an individual basis. This will include trips perceived as a high level of risk, e.g. skiing, overseas trips and all activities involving absence from home overnight.

EMERGENCY CLOSURE

In the event of bad weather or other emergencies during the school day, we may have to make quick decisions about whether to close the school e.g. to allow time for the school buses to start and complete their routes safely in the event of bad weather.

The method of communicating with all parents/carers via text message is effective and we have found this has worked very well in the past. We obviously need to ensure that all pupils get home safely with the minimum of delay. If this is necessary, we will send a text to the mobile of the first contact to advise that the school is closing. If you normally transport your child to and from school, please make arrangements to collect him/her without delay once you receive the text. **Note:** children can only use the school bus for which they have a pass – they are **not** permitted to use any other route. In addition, it will not be possible for children not already using the school buses to be taken to any other relation/contact. This applies to local authority-run transport and Lacon minibuses. We realise that it may be more convenient for your child to walk to a relative/friend in Cleobury Mortimer and we will request this information from parents/carers during the Autumn Term of each academic year. In the case of special needs pupils, we will ensure that they are helped and fully understand the arrangements.

In the event of the school being unable to open due to heavy overnight snow, we will notify the local radio stations (BBC Shropshire Radio, Sunshine Radio) from 7.00 am, in addition to sending a text message and putting a message on the school website.

GENERAL

Free School Meals: to check eligibility, please refer to www.shropshire.gov.uk/free-school-meals/apply-for-free=school-meals or contact the School Office. This can also assist us in securing additional funding for pupils.

School Uniform: details of the required uniform at and PE kit can be found on our website (www.lacon-childe.org.uk) : General Information – Uniform tab.

Adopted children: as a school we are asked to collect information about children who are adopted. It is entirely your decision whether to inform the school but, if you wish to discuss this in confidence, please contact Mrs. Guise : Assistant Headteacher – Pastoral Care, Behaviour and Student Support.

School Lockers: these can be rented on an annual basis – please log onto www.locker.rentals or refer to our website for further information (Parents – Information for Parents – School Locker Rental Information).

IF ANY OF YOUR CHILD'S DETAILS CHANGE, PLEASE NOTIFY THE SCHOOL OFFICE, UPDATE VIA THE SIMs PARENT APP OR THE SCHOOL WEBSITE (Contact Us Section).