

# Priorslee Academy

## Information Pack

September 2024



## Online Booking System and Clubs

When you start with the school, you will receive an activation email to register for **My Child at School (MCAS)**. This is an online booking and payment system designed to make it easy for you to book school dinners, places at Breakfast and After School Club, donations and on trips and events etc.

### Breakfast Club

- The Breakfast Club is managed by Mrs Plant.
- Breakfast Club is open from **7.45am**. Breakfast will be served from **8.00—8.30am**. A range of hot and cold options are offered daily. A healthy breakfast is offered during the morning session consisting of juice, cereals/milk, porridge oats, baked beans on toast, toast and fruit, and children enjoy a variety of play-based activities, supervised by our staff. On Fridays, we have hot chocolate and squirty cream!
- Children will be taken at 8.45am each morning to join the rest of their class in preparation for registration. Children in Reception year will be taken directly to their class teacher.
- Cost: £4.00

### After School Club

Mrs Dabbs manages the club with the support of additional staff. The younger children are collected daily from their bases and escorted to the hall for the first session. Sessions are as follows:

	<b>SESSION 1</b> 3.30pm - 4.15pm	<b>SESSION 2</b> 4.15pm - 5.15pm	<b>LATE CHARGE 5-15pm</b> <b>ONWARDS</b>
<b>Fruit/Drink</b>	<b>£4.00</b>	<b>£4.00</b>	<b>£5.00 PER 15 MINUTE</b>
<b>Ham Roll</b>	<b>Additional £1.40</b>		
<b>Cheese Roll</b>	<b>Additional £1.40</b>		

In the first session, the children have a snack or fruit and a drink. After this, KS1 receive help with reading and spellings whilst KS2 are encouraged to complete their homework if they want to.

The second session from 4.15—5.15pm is our 'creative time' where a pre-planned activity often takes place e.g. a themed activity: arts, crafts, cooking, sewing or nature.

We totally appreciate it may be a long day for the children after a full day at school, but we are very adaptable to their needs and are there to support them. We want the children to have fun. The older children are wonderful role models for the younger ones and they help and encourage them too.

To collect children, parents must call the following number **(07521 197 876)** and wait in the main foyer. Your child(ren) will be brought to you with their belongings.

**YOU MUST KNOW YOUR CHILD'S COLLECTION PASSWORD AND PROVIDE THIS TO STAFF TO ENABLE US TO RELEASE YOUR CHILD. IF YOUR CHILD IS BEING COLLECTED BY A DIFFERENT PERSON, YOU WILL NEED TO PROVIDE THEM WITH YOUR COLLECTION PASSWORD.**

## LATE PICK UP AFTER 5.15PM

If a child is not collected before the last session (5.15pm), a £5 charge will be incurred for every 15 minutes.

We are very proud of our flexible wrap around provision, which allows parents to amend bookings on the day to support our busy school community. After School must be booked/cancelled by 2pm on the day required. Breakfast Club must be booked/cancelled by 6.30am on the date required.

After School clubs provided by outside agencies are also booked through MCAS. We will write to all our parents, with an updated timetable and a booking time.

## Activity After School Clubs

We also offer numerous Activity After School Clubs which run from 3.15pm - 4.15pm. These are also charged at £4.00 per session and are booked through MCAS. You must commit to the whole term when booking a club. An example of the clubs we usually run are; Dance, Football, Multi Skills, Chess, French, Hockey, Netball, Book Club, Choir and Newspaper Club (to name just a few!).

After they have attended this session, they can then attend the School's After School Club if you require longer child care, by booking session 2 onwards.

## Weekly Diary

Every Friday, our Head of School writes to the parents with an overview of the current week and a diary sheet of the week ahead.

This is emailed to parents and placed on our website. This features everything you need to know for the week ahead!

## Uniform

At Priorslee, our school colours are royal blue and grey. **Please ensure that all garments are clearly named.**

In KS1 (Reception, Year 1 and 2), we ask that children have a branded jumper and/or cardigan and book bag, but all other items are optional. We would prefer for children to have the branded PE kit, or they must wear blue.

In KS2 (Year 3, 4, 5 and 6), in addition to the above, children can purchase a tie, shirt and blazer.

PE: in colder weather, children should wear darker e.g. black/navy joggers or leggings.

Orders can be placed in store, online or via phone.

Our uniform supplier is: Baker and Son, 29 New Street, Wellington, TF1 1LU

01952 641 897

[Sales@bakerandsonschoolwear.co.uk](mailto:Sales@bakerandsonschoolwear.co.uk)

The wearing of jewellery in school is an obvious danger especially in P.E., movement and games. We will not accept any liability for the loss of personal property and we therefore request that the children do not wear jewellery in school. We strongly recommend on safety grounds that anyone with earrings must remove or cover them for P.E. Children should only wear small plain studs, no hoops or long earrings.

## **LOST PROPERTY**

All lost property, which has **no name** on it, will be kept for a short period only.

## **Absence / Sickness**

Please notify the School Office if your child is not going to attend school. If the absence is for more than one day, you must call the Office on each day of absence.

You can also email the school office: [Admin.Priorslee@taw.org.uk](mailto:Admin.Priorslee@taw.org.uk).

Children are considered late if they arrive after 9.00am and will receive a late mark.

## **SICK CHILDREN**

The academy has no facilities for the care of sick children. Should your child be taken ill, you will be requested to collect them from school. Children who have been absent from school due to a sickness bug must remain at home for at least 48 hours after the symptoms have subsided. Should a child have an accident at school then a parent will be contacted and medical help sought if necessary. The school has many qualified First Aiders: - Children who feel unwell should not be sent to school. It would be helpful if parents could notify the school of any infectious illnesses, whooping cough, measles etc. Should a parent require a child to remain indoors during school break-times for health reasons, then a request should be made in writing or by telephoning the school to inform the class teacher.

Parents will be made aware via email of any general non-threatening injury from the neck up. If we feel that it is more severe, you will be contacted via telephone.

## **MEDICINES**

Medicines, including cough sweets, must not be brought into school by children. Should your child require medication prescribed by a doctor, then it should be brought to the school office by a parent, who is required to sign a permission slip for the school to administer the drug, with the understanding that the medicines are ultimately the responsibility of the parents. **NO OVER THE COUNTER MEDICINES WILL BE ADMINISTERED TO CHILDREN.**

Sun block may be brought into school during the summer providing it is clearly marked with the child's name. It must be handed to the class teacher, who will keep it in a safe place. Staff are not allowed to apply the cream but the child may apply the cream themselves at lunchtime and must not allow others to use it. Alternatively, arrangements can be made for a parent to return to school to apply the cream. Only sun block on prescription will be administered by the school.

## Term Dates

### Priorslee Academy Term Dates 2023-2024

Sep-23						
M	T	W	T	F	S	S
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4	5	6	7	8	9	10
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25	26	27	28	29	30	
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Oct-23						
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30	31					20

Nov-23						
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Dec-23						
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Jan-24						
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						17

Feb-24						
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Mar-24						
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Apr-24						
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May-24						
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Jun-24						
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Jul-24						
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Aug-24						
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	SCHOOL HOLIDAY
	PD DAYS
	BANK HOLIDAY
	SCHOOL DAY

## Holidays During Term Time

They could cost more than you think! The Department for Education has renewed appeals to parents not to take their children out of school during term time. The Governors and Head of School of Priorslee Academy support this and have decided that children will only be given permission to take leave in term time if there are exceptional circumstances.

Did you know:

- The law says that parents do not have the right to take their child out of school for holidays during term time.
- Parents cannot demand leave of absence for the purpose of holidays as a right.
- The Governors do not have to authorise leave in term time other than in exceptional circumstances.
- Unauthorised leave in term time could result in each parent receiving a Penalty Notice costing up to £120 for each child, or each parent could be taken to court.

To request a holiday during term time parents are required to complete a 'Holiday Request Form' available from the School Office or website. Parents will receive a refusal or (only in exceptional circumstances) a permission letter. Following 5 days unauthorised absence for the purpose of a holiday during term time, the academy is required to issue a referral notice to the Attendance Support Team (AST) at Telford and Wrekin Council.

Telford and Wrekin Council will then serve a Holiday Penalty Notice fine of £60 per parent per child rising to £120 if not paid to T&W Council within 21 days. Thereafter, failure to pay the £120 within the period 22 to 28 days may result in Court action.




## Who to Contact?

For any administrative queries or requests, please call the main school office: 01952 387 927 or email: [Admin.Priorslee@taw.org.uk](mailto:Admin.Priorslee@taw.org.uk)

If you have a concern about a child's welfare or safety, please contact one of our Designated Safeguarding Leads, or Family Connect directly, 01952 385 385 as soon as possible:



If you have a concern about a child,  
please see one of our Designated Safeguarding Leads **IMMEDIATELY**:

			
<b>Mrs J Cooper</b> Head of School	<b>Mrs R Brewer</b> Senior Teacher/SENCO	<b>Mrs V Lees</b> Senior Teacher	<b>Mrs M Richens</b> Behaviour Support

**Our Safeguarding and Whistle Blowing**  
Governor is Rev. D Loughran – [debbie.loughran2@taw.org.uk](mailto:debbie.loughran2@taw.org.uk)

## Start and End Times, Drop off and Collection Points

Year Group	Gate	Opening Times	Collection Times
Pre-School	Pre-School Gate <a href="#">///flat.texts.veto</a>	Dependent on sessions booked	
Reception	Reception Gate <a href="#">///concluded.cobbles.mattress</a>	08:45	3:15pm
Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6	Underpass Gate <a href="#">///village.shipyards.crossing</a>  Oak Tree Gate <a href="#">///victor.sheepish.compress</a>	08:45	3:15pm

Students are considered late if they arrive after 8.55am

*The words in blue are how to find their location on the 'What Three Words' website.*

# WEEK 1

V Vegetarian  
Ve Vegan  
H Halal

**Monday**

**Beef Bolognese** Farm Assured Minced Beef cooked in a Rich Italian Tomato based Sauce

**Mac 'n' Cheese** Pasta with Chef's Cheese Sauce V

**With Garlic Bread**

Pasta , Carrots and Garden Peas, Lemon Shortbread

**Tuesday**

**Jumbo Fish Fingers** White fillet of Fish coated in Golden Breadcrumbs Cheese and Onion Quiche V

Potato Waffles, Baked Beans, Homemade Bread Selection

Chocolate Cake and Chocolate Sauce

**Wednesday**

**Roast Beef with Yorkshire Pudding** Farm Assured Sliced Meat served with a Rich Roast Gravy

Vegetable and Bean Bake Served in Yorkshire Pudding V

Roast Potatoes, Mashed Potato, Carrots and Cauliflower, Homemade Bread Selection

Fruit Jelly

**Thursday**

**Chicken Curry** Tender pieces of Farm Assured Chicken in a Chef's Curry Tikka Sauce

**Vegetable Tikka** Quorn and Vegetables in a Chef's Curry Sauce V

Boiled Rice, Green Beans, Sweetcorn, , Naan Bread

Cookie

**Friday**

**Chicken Nuggets** Individual Shaped Chicken Pattie coated in Crispy Batter

Vegetable Nuggets V

Chips , Baked Beans, Seasonal , Homemade Bread Selection

Let's Dine Fresh from the Farm Ice Cream

**FUN FOOD FACT**

Apples float in water, because 25% of their volume is made of air. The most-grown apple is Red Delicious, followed by Gala, Golden Delicious, Granny Smith, and Fuji.



# WEEK 2

**Monday**

**Salmon Fishcake** A Salmon and Potato Pattie coated in Breadcrumbs

**Jacket Potatoes** with Baked Beans and Cheese V

Chips, Garden Peas, Homemade Bread Selection

Chocolate and Vanilla Mousse

**Tuesday**

**Beef Bolognese** Lasagne Farm Assured Minced Beef cooked in a Rich Italian Tomato based Sauce layered with Pasta and Cheese

**Mixed Bean Lasagne** Mixed Bean and Vegetable in a Tomato Sauce V

Salad Selection, , Garlic Bread, Fruit Salad Pots

**Wednesday**

**Traditional Roast Turkey** Farm Assured Sliced Meat served with a Rich Roast Gravy

Roast Quorn Fillet with Yorkshire Pudding V

Roast Potatoes, Mashed Potato, Broccoli, Carrots, Flapjack

**Thursday**

**Big Breakfast** Back Bacon, Farm Assured Pork Sausage, Free Range Scrambled Egg

Vegetarian Sausage, Scrambled Eggs V

Hash Brown, Baked Beans, Homemade Bread Selection

Fruit Cheesecake

**eatwell**

The Eatwell project supports the Let's Dine ethos by cooking healthy, simple ingredients with the children.

**Friday**

**Homemade Beef Burger** in Bap Farm Assured Minced Beef Handmade Beef Burger served with a Soft Bread Roll

**Quorn Dog Quorn Sausage** Served in a Hot Dog Roll V

Potato Wedges, Sweetcorn, Homemade Coleslaw, Homemade Bread Selection

Cupcake Selection

**SANDWICH OPTION**

Cheese or Ham sandwich packed lunch available

# WEEK 3

**Monday**

**Meatballs** Farm Assured Red Tractor Pork Meatballs served in Tomato Sauce

**Vegetable & Bean Pasta Bake** Roasted Vegetables and Mixed Beans in a Tomato Sauce V

Pasta Twists, Carrots and Green Beans, Homemade Bread Selection

Shortbread Biscuit

**Tuesday**

**Crispy Fillet of Fish** Fillet of Fish Created in a Crispy Batter

**Jacket Potatoes** with Baked Beans and Cheese V

Chips, Sweetcorn, , Homemade Bread Selection

Strawberry Cake and Custard

**Wednesday**

**Toad in the Hole** Yorkshire Pudding served with Pork Sausages

Cheese and Potato Pie V

Mashed Potato, Roast Potatoes, Broccoli and Carrots, Homemade Bread Selection

Flapjack

**Thursday**

**Breaded Chicken Wraps** Farm Assured Chicken coated in a Natural Breadcrumbs served in a Tortilla Wrap with Mayonnaise or BBQ Sauce

Quorn and Roasted Vegetable Wrap V

Savoury Rice, Mixed Salad Selection, Homemade Bread Selection

Fruit Salad

**Friday**

**Pizza with Ham Topping** Cheese and Tomato Pizzas with a Deep Crust Base and Cheese and Ham Toppings

Cheese and Tomato Pizza Cheese and Tomato Pizzas with a Deep Crust Base and Cheese Topping V

Herby Diced Potatoes, Peas and Sweetcorn, Homemade Bread Selection

Fruit Muffin

**FUN FOOD FACT**



**BROCCOLI**

The word 'broccoli' is the plural of 'broccolo' which is Italian for the flowering top of a cabbage. According to a survey in 2009, broccol is the sixth most commonly misspelt word in English.

Fresh Fruit available daily. Cheese & Crackers available Monday, Wednesday & Friday. Individual Yoghurts available Tuesday & Thursday. All items subject to availability.



The academy promotes a healthy eating policy. A hot meal is available each day and usually includes fresh fruit and salads. There is always a vegetarian option on the menu. Water is freely available. Dinners cost £2.45 each and must be booked by 9.30am. Children in years Reception, Year 1 and Year 2, receive Free School Meals funded by the Government. After this time, if your child requires a meal but you have not booked one, they will receive their emergency packed lunch option as indicated in their application pack.

### **SANDWICHES**

Children may bring a packed lunch from home. We ask parents to follow our packed lunch guidelines regarding healthy eating. We actively discourage the addition of chocolate, sweets and squash with packed lunches. Drinks must be in an unbreakable, leak proof container. Children must NOT bring drinks in any glass container, glass thermos flasks or push-on top plastic container, as these have caused problems with breakage and spillage causing damage to furniture and floors. Children are asked to bring their own cutlery should they need any to eat items of their packed lunch. Lunch boxes should be labelled with the child's name.

### **HEALTHY EATING**

At Priorslee, we provide free fruit for all children in KS1 and KS2. (Children are able to bring in fruit from home should they wish to eat at break time. Chocolate, sweets and other snacks are not allowed in school and we ask that parents do not send in cakes and sweets as birthday or holiday treats due to allergies, but these can be given out by parents to other parents at the end of the day.

Water is freely available throughout the day from the mains water coolers and children are encouraged to bring water bottles into school to enable them to drink throughout the day. Free school milk is available on Tuesday and Thursday of each week.

### **FREE SCHOOL MEALS**

Children in Key Stage One (Year Reception, 1 and 2) are entitled to Free School Meals from the Government.

If your family is struggling financially, please see Telford and Wrekin's website to apply for Free School Meals. (A form is included in the application pack).

## Safe Parking Charter

Due to the limited parking space outside of the school, coupled with increased traffic on Priorslee Avenue, the Directors of the Mighty Oaks Multi Academy Trust would like to raise awareness to support the safety of pupils when they are arriving at and leaving the school premises. Although we are aware that many parents drive carefully outside the school, there has been communication from parents, the community and residents regarding concerns parking before and after school.

Where at all possible, please consider:

- Car sharing
- Walking your child to and from school
- Encouraging your child to cycle.

Remember that children's safety is everyone's responsibility. We also suggest that if parents observe illegal or dangerous parking, they should report it at once to the police. If you have any further suggestions on how to improve parking, then please let us know.

Please read the advice below and familiarise yourselves with the map showing recommended places to park/drop-off/pick-up to ease congestion. Please share with anyone else who might drive to and from school:

1. When dropping off children, please make sure that they get out on the pavement side of the vehicle, not on the road-side
2. If parking on the road, please ensure that you are not opposite or within 10m of a junction (Rule 243 of the Highway Code)
3. Where possible, drop-off older children to walk into school independently
4. Cross the road with children using the two underpasses on Priorslee Avenue, rather than crossing the main road
5. Do not park on double yellow lines or zig-zag lines denoting a 'school zone'
6. Drive safely around the school area, at less than 20mph
7. Do not park across residents' driveways – and to move your car if requested to do so by a local resident to enable them to access their property or to allow emergency vehicles to access a property
8. Do not park or turn around on grass verges
9. Leave in plenty of time for the school run and try to leave asap after drop-off/pick-up to allow space for other cars to park
10. Park with courtesy and consideration to others, always allows pedestrians to be able to walk on pavements and leaving space for prams/pushchairs to get past
11. Park at one of the advised parking zones (Doctors car park, Priorslee Flaming Grill, pull-in on Derwent Drive by the Priorslee Flash and University rear access road) and walk with children into school using pathways – see map below

On the map below on the adjoining page, the yellow highlighted areas show alternative places for parents to park, red lines show safe footpaths to the school site.

**Useful information:**

[Telford and Wrekin Road Safety Team Contact Information](#)

[Telford Walking and Cycle Maps](#)

[Telford and Wrekin Travelling to School](#)

