

# First Day of Term

Everyone at Penkridge Middle School is looking forward to seeing your child happy and ready to learn on the first day of term. We start back at school at 8.35 am on Monday 6<sup>th</sup> September 2021. Staff will be on duty to guide your children into school and through their first day at school. Please drop your child off at the bottom of the drive. Students will walk up the drive on to the playground independently.



## PENKRIDGE MIDDLE SCHOOL

### Parent Information

2021/22

### School Office Opening Times

Monday – Thursday 8.15am – 4.30pm  
Friday 8.15am – 4.00pm

Telephone: 01785 413400

Student Absence 01785 413400 (Option 1)

Email: [office@penkridge.staffs.sch.uk](mailto:office@penkridge.staffs.sch.uk)

School Website:

[www.Penkridge-middle.org](http://www.Penkridge-middle.org)

Academy Trust Website:

[www.penkvalley.co.uk](http://www.penkvalley.co.uk)



### Student Absence Procedure

- Please ring school as soon as possible before 9.00 am on **each day** of absence to report the reason (01785 413400 option 1 to leave a message).
- If absences extend beyond 3 days please **provide medical evidence** to support the absence. Evidence can be handed in to the office in person or emailed.
- For planned absences please inform the school at the earliest opportunity by ringing the school office and **providing proof of appointment** in support of the absence.

School Day 2021/22			
	Start	End	Minutes
Arrival – Students can arrive onsite from 8:35am			
Registration	8:45am	9:15am	30
P1	9:15am	10:15am	60
P2	10:15am	11:15am	60
BREAK	11:15am	11:30am	15
P3	11:30am	12:30pm	60
LUNCH	12:30pm	1:20pm	50
P4	1:20pm	2:15pm	55
P5	2:15pm	3:10pm	55
Class Time	3:10pm	3:20pm	10

### Before and Afterschool Care **#SORTED**

Our brilliant before and after school club is open to all Penkridge Middle School students from 7.30am through to 6.00pm offering excellent provision for working parents.

If you want to know more about #SORTED, text or ring 07591 383 296 or email [sorted@penkridge.staffs.sch.uk](mailto:sorted@penkridge.staffs.sch.uk)

#### ACADEMIC YEAR 2021 – 2022

##### Inset Days

Wednesday 1st September 2021

Thursday 2nd September 2021

Friday 3rd September 2021

Friday 22nd October 2021

Monday 28th January 2022

##### Autumn Term 2021

Starts: 6th September – Ends 17th December

Half Term: 25th October – 29th October

##### Spring Term 2022

Starts: 4th January – Ends 8th April

Half Term: 21st February – 25th February

##### Summer Term 2022

Starts 25th April – Ends 21st July

Half Term: 30th May – 3rd June

Bank Holiday 2nd May



# Uniform Summary

All Students
<ul style="list-style-type: none"> <li>Y7/8 Black Blazer with school badge</li> <li>Y5/6 Scarlet Sweater (V neck sweater or V-buttoned cardigan).</li> <li>House Tie</li> <li>Sensible, sturdy, black leather low-heeled shoes without branding/decoration/coloured trim <b>(not trainers, canvas or boots)</b></li> <li>Plain black socks</li> <li>School Bag &amp; coat</li> </ul>

PE Kit for all Years
<p>On PE days children should arrive at school wearing their school PE Kit. Please refer to <b>page 8 of the uniform policy</b> for more details.</p>

Boys
<ul style="list-style-type: none"> <li>Dark Grey/Black <u>tailored</u> school trousers are the <b>ONLY</b> trousers allowed. <b>(wide, flared, denim, jeans, skinny or fashion trousers are not allowed)</b></li> <li>White shirt which buttons at the neck ng enough to tuck into waistband.</li> </ul> <p><b>Summer uniform</b></p> <ul style="list-style-type: none"> <li>School approved black, knee-length, tailored city shorts.</li> </ul>

Girls
<ul style="list-style-type: none"> <li>Dark Grey/Black knee length skirt <b>(not tight, figure-hugging stretch material (e.g. no lycra / jersey materials, please)</b></li> <li>Dark Grey/Black <u>tailored</u> school trousers are the <b>ONLY</b> trousers allowed <b>(wide, flared, denim, jeans, skinny or other such fashion trousers such as leggings are not allowed)</b></li> <li>White <u>school</u> shirt/ blouse which buttons at the neck long enough to tuck into waistband.</li> </ul> <p><b>Summer Uniform</b></p> <ul style="list-style-type: none"> <li>For those wishing to wear a summer dress we recommend: Material – red and white candy stripes or gingham.</li> <li>School approved black, knee-length, tailored city shorts.</li> </ul>

For full uniform guidance please refer to our school uniform policy.

# Frequently Asked Questions

## How do I pay for school dinners?

Students can have a hot school dinner or bring sandwiches. Pre-orders and payments can be made using ParentPay, log on details will be provided by the school office. School meals cost £2.20.

## What if my child needs to take medication during the day?

If your child needs to take medication during the school day, please can you come into school to complete a medication form and ensure that all medication is clearly marked.

## What if my child is ill or injured during the school day?

A first aider will assess your child acting within the scope of their role. Most children require a minimum of attention and will go back to carry on with their lessons. If the first aiders are concerned, we will discuss the situation with you. In an emergency we would call an ambulance and contact you immediately. We don't inform parents of every small bump or graze.

## How will school keep in contact with you?

In case we need to be in touch with you it is essential that we have an up-to-date emergency contact details from the first day your child starts at Middle School. In addition you will receive a weekly newsletter (L'hebdo) via Class Charts and daily behaviour notifications via the Class Charts app.

# Equipment for Lessons



Every student is expected to provide the following basic items of equipment for every lesson:

- Pencil Case
- Handwriting pen with blue ink
- Green pen
- Ruler
- Pencil

- Pencil Sharpener
- Eraser
- Highlighter
- Glue Stick
- Water bottle
- Reading book
- Calculator
- Small pack of colouring pencils

# Parental First Line of Contact

Each student has a class teacher. They are your first line of contact and will be able to often provide answers and resolve most queries. Where additional support is required they are best placed to communicate these messages to the relevant members of staff.

## Subject Leaders:

Head of English	Mrs Gutteridge
Head of Maths KS2	Mrs Grosvenor
Head of Maths KS3	Miss Walker
Head of Science	Mrs Wright
Head of D&T	Mrs De-Loyde
Head of History & RE	Mrs Walker
Head of Geography	Mr Cole
Head of MFL	Mrs Wilson
Head of Computing	Mr Meredith
Head of PE & PSHE	Mr Suffon
Head of Music	Mr Corbett
Head of Art	Mrs Wheat
SENDCO	Mrs Swift

## Senior Leadership Team

Headteacher	Mrs Frost
Deputy Headteacher – Safeguarding (DSL)	Mr Grocutt
Assistant Headteacher – Behaviour	Mr Cole
Assistant Headteacher – Curriculum	Mr Meredith



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