

# 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 7<sup>th</sup> September 2022. 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

2022/23

### School Office Opening Times

Monday – Thursday 8.15am – 4.15pm  
Friday 8.15am – 3:45pm

Telephone: 01785 413400

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)



| School Day                                       |         |         |         |
|--|---------|---------|---------|
|  | 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

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 email [sorted@penkridge.staffs.sch.uk](mailto:sorted@penkridge.staffs.sch.uk)



### ACADEMIC YEAR 2022 – 2023

#### Inset Days

Monday 5<sup>th</sup> September 2022  
Tuesday 6<sup>th</sup> September 2022  
Friday 17<sup>th</sup> March 2023  
Monday 24<sup>th</sup> July 2023  
Tuesday 25<sup>th</sup> July 2023



#### Autumn Term 2022

Term starts: Wednesday 7 September  
Half Term: Monday 24 October – Friday 28 October  
Term ends: Friday 16 December

#### Spring Term 2023

Term starts: Tuesday 3 January  
Half Term: Monday 20 February – Friday 24 February  
Term ends: Friday 31 March

#### Summer Term 2023

Term starts: Monday 17 April  
May Day: Monday 1 May  
Half Term: Monday 29 May – Friday 2 June  
Term ends: Tuesday 21st July

## Student Absence Procedure

- Please inform school as soon as possible before 9.00 am on **each day** of absence to report the reason- call 01785 413400 or use ClassCharts.
- If absent please **provide evidence** to support. Evidence can be handed in to the office in person or emailed via ClassCharts.
- 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.

# Uniform Summary

| All Students  |
|---|
| <ul style="list-style-type: none"> <li>• Y7/8 Black Blazer with school badge</li> <li>• Y5/6 Scarlet Sweater or cardigan</li> <li>• PMS School tie</li> <li>• Sensible, sturdy, black leather low-heeled shoes without coloured branding/decoration/trim<br/><b>(not trainers, canvas or boots)</b></li> <li>• Plain black socks</li> <li>• School Bag</li> <li>• Coat</li> </ul>   |
| Girls   |
| <ul style="list-style-type: none"> <li>• Black knee length skirt<br/><b>(not tight, figure-hugging stretch material (e.g. no lycra / jersey materials))</b></li> <li>• Black <u>tailored</u> school trousers are the <b>ONLY</b> trousers allowed<br/><b>(wide, flared, denim, jeans, skinny or other such fashion trousers such as leggings are not allowed)</b></li> <li>• White <u>school shirt/ blouse</u> which buttons at the neck long enough to tuck into waistband.</li> <li>• School approved black, knee-length, tailored city shorts.</li> <li>• For those wishing to wear a summer dress we recommend: Material – red and white candy stripes or gingham.</li> </ul> |
| Boys  |
| <ul style="list-style-type: none"> <li>• Black <u>tailored</u> school trousers are the <b>ONLY</b> trousers allowed.<br/><b>(wide, flared, denim, jeans, skinny or fashion trousers are not allowed)</b></li> <li>• White shirt which buttons at the neck and tucks into the waistband.</li> <li>• School approved black, knee-length, tailored city shorts.</li> </ul>   |

### PE Kit for all Years

On PE days children should arrive at school wearing their school PE Kit. Please refer to **page 8 of the uniform policy** for more details.

For full uniform guidance please refer to our school uniform policy located in the parents sections of the school website.



## Equipment for Lessons

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

- Pencil Case
- Blue pen
- Green pen
- Ruler
- Pencil sharpener.

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



To support students in school we would also recommend a small jotter and the Oxford School Dictionary and thesaurus: a combined version would be suitable



THE PENKRIDGE MIDDLE WAY

# 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. All orders must be made at least 24 hrs beforehand.

### 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.

## 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   | A.Gutteridge | Head of Maths KS2    | T.Grosvenor |
| Head of Science   | M.Wright     | Head of Maths KS3    | J.Walker    |
| Head of D&T       | M.De-Loyde   | Head of History & RE | C.Walker    |
| Head of Geography | R.Cole       | Head of MFL          | L.Wilson    |
| Head of Computing | L.Meredith   | Head of PE & PSHE    | S.Sutton    |
| Head of Music     | R.Corbett    | Head of Art          | C.Wheat     |
| SENDCO            | J.Williams   |                      |             |

### Senior Leadership Team

|                       |             |
|-----------------------|-------------|
| Headteacher           | Mr Grocutt  |
| Assistant Headteacher | Mr Cole     |
| Assistant Headteacher | Mr Meredith |