



# A WARM WELCOME TO ELM GROVE PRIMARY SCHOOL

## Communication with Parents & Carers

We communicate via the school website, School Ping and letters in learning bags. It is therefore essential that you keep us updated with your current phone numbers and email addresses. There is a school newsletter and a homework grid posted on the school website every two weeks.

## School times



School starts at 9:00am (doors open at 8:50) and finishes at 3.05pm. We encourage good punctuality from the start! Please inform the class teacher if anyone different from usual will pick up your child. We encourage parents to leave their children at the door, but you can come in the classroom for the first half term.

## Book Bags

Green Elm Grove book bags can be purchased from the office. It is very important that this bag comes to school every day so that reading books can be changed, phonics packs updated and important communication can be taken home.

## PE Kits / School Sweatshirt

Children always need a PE kit at school: white shorts, white tee shirt & PE bag can be purchased from the office. Trainers/plimsolls will be needed in the Summer Term. Our school uniform colours are white, grey and dark green. Please make sure your child wears appropriate clothes for outdoor learning and messy play!

## School Lunches

All children in Reception and Key Stage One (Years 1 & 2) are entitled to a free school meal.

The children can choose from a meat, vegetarian and baked potato option every day. In addition there is a halal option as a special dietary requirement and the kitchen can cater for all allergies. Menus are available in all the classrooms.

If your child would rather have a packed lunch please ensure that it is healthy and well-balanced and that there are no fizzy drinks, chocolate or sweets.

**Please note that we are a NUT FREE school. This includes peanut butter!**

## Water, Milk & Fruit



Please make sure your child has a named water bottle at school. Staying hydrated is essential for effective learning

Each child in Reception and KS1 classes has a piece of fruit or vegetable every day

All children are entitled to request free milk up until their 5th birthday. After this time if you wish for your child to continue with milk, then you will need to pay for it. (Children entitled to free school meals continue with the option of free milk.)

**PTA** We have an active PTA who organise fund raising events such as a winter fair, fish and chip supper & bingo evening, school discos and summer fair. They are always looking for new members!

## Breakfast Club



Breakfast club is run by Elm Grove Out of School Club every day from 7:30am until 8.55am. Forms are available in our school office.

It costs £3:50 per session for breakfast.

There is a wide variety of food on offer including a choice of cereals, rice crispies & cheerios and brown bread for toast with marmite, jam or

## Leave of Absence

If you need to take your child out of school during school time for any reason, please write a letter or email to the head teacher explaining why. A leave of absence form will be given to you. Our attendance policy is on the school website and explains that, according to national policy, absences can only be authorised in exceptional circumstances. Thank you for respecting this.

## After School Care

We have a thriving after school club that is run by Elm Grove Out of School Club straight after school until 6:00pm. The cost of ASC is £8:00. Please contact Donna Hawkins on 07748821786 or [donnahawkins@elmgrove.brighton-hove.sch.uk](mailto:donnahawkins@elmgrove.brighton-hove.sch.uk)

## Sickness

If your child is sick please leave a message at the school office (either in person or by phone). Please ring the school each day they are absent.

Please try and make any non-urgent doctor, dentist, optician appointments outside of school hours.

## Pupil Premium Funding

Significant additional funding will be allocated to our school based on how many children are eligible for free school meals. Part of this is from a funding source called the Pupil Premium.

Please contact the school office if you think your child may be eligible. We can do a quick online check for you, with your name, date of birth and National Insurance number. By completing this check, you will make a real difference to the school finances for all children. **Your child does not need to have a school meal - they just need to be eligible for one.**

In addition, the school is eligible for additional funding if your child has:  
*been adopted from care*  
*has or had a residence order*  
*has special guardianship order*  
*has a child arrangement order*

This important information is also collected in the school census. If your child falls into any of the above categories – and the school does not already have this information – we would urge you to contact us at your earliest convenience.

**Clubs** We run a range of exciting of extracurricular & sports clubs before and after school including football, tag rugby, cricket, basketball, table tennis, gymnastics, netball, Spanish, drama, outdoor projects etc

## Get Ready for Reception Class

Come along to our play sessions in July where you will meet other parents and children who will be coming to Elm Grove School. We will hold another meeting to give you more information about our wonderful school.

## Parent Pay

In order to pay for trips, school meals etc. we use ParentPay which is a secure online payment system used in more than 3000 schools across the country.