



Merrydale
Junior School

Be the Best you can Be

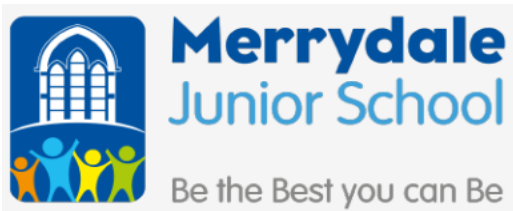
Headteacher: Mrs Mugglestone



School Information Booklet



Discovery Schools
Academy Trust



Dear Parents/Carers

We are very excited to welcome you and your children to Merrydale Junior School!

We have tried to include everything that we think that you may need to know on a day to day basis, but if there is more information or you have any questions at all, please do not hesitate to contact our Office Team who will be happy to assist you. More detailed information can be found in the school prospectus.

Please never worry about dropping off forgotten items or passing important messages to us as we are here to help you!

Our philosophy is one of working in partnership with you to support your child to 'Be the best you can be' during their time at Merrydale.

We aim for our school to be a friendly, caring place and to ensure that your child receives the best possible education during their time with us. We want all our pupils to feel safe and to enjoy coming to school and we look forward to getting to know your children and you as parents/carers.

Mrs Mugglestone
Head Teacher



School Times

Morning

School Doors Open	8:45am
Registration	8:55am
Collect from Playground	3:20pm

Activity	Time
Breakfast Club – Dining Hall Enter through School Office	7:30am – 8:00am
Reading Club – Dining Hall Enter through School Office	8:00am – 8:30am
School Gates Open	8:30am
Hastings Road/Claydon Road School Gates Close	9:00am
Hastings Road Path Gate Closed by the Infant School	9:10am

Afternoon

Activity	Time
ALL School Gates Open	3:00pm
Hastings Road School Gate Hastings Road Path Gate Dining Hall ALL will be locked	3:45pm
Claydon Road School Gates After Club Collection	4:30pm



Children attending Century, reading in the dining hall, helping teachers, etc, will need to come into school via the front entrance and sign in on clipboard at reception, so we have a record that they are in the building and on school site. Pupils attending an afterschool club must collect any lunch boxes before going to their club.

Dropping off and Collecting from School

There are multiple teachers in the playground from 8:30am, we would be grateful if Parents/Carers could ensure that their children are supervised before this time. Our doors open at **8.45am** and teachers and teaching assistants will be in class from that time. Our children are expected to be ready to learn by **8.55am** which is when the register opens. Lessons start promptly after registration.

If you need to speak to the Teacher, and it is not urgent, please could you make an appointment via the School Office.

Children should be collected promptly from the playground when school finishes at **3:20pm**.

Lateness

Persistent lateness is very detrimental to children's attainment, so please ensure your child arrives in school on time, but if you are late you must enter the school through the school office. This is very important so that your child receives a registration mark and we are aware that they are in the building, we also need to take your child's lunch order (this must be done before 10am).

Medical Appointments

Medical Appointments should be made at times that do not disrupt their school day, preferably after school where possible.

If your child is going to be late because of a medical appointment, we do need to see proof of the appointment. We need to be made aware of the appointment as soon as possible. We also need to know what your child is having for lunch so this can be ordered for them as we are unable to order lunches after 10am.

If you need to collect your child during the school day for an appointment, we need you to provide proof of the appointment. You need to collect your child from the school office and sign them out on the smart screen in reception.

Our School Uniform

Royal blue jumper
or cardigan



Blue, black or
white
headscarves

White shirt or
blouse

Grey, black or
blue tights

Grey or black
trousers

Blue and white summer
dress

Break Time – Snacks & Tuck Shop

Break time is at 10:30am. If you would like your child to have a snack at this time, we offer a tuck shop selling juice, small bottles of water, cereal, biscuits. Prices range from 10p upwards.

You may also send a healthy snack from home for break time. Snacks must be packed separately from lunches.



Medication

If your child has any health issues at all, we ask that you make the school aware of these promptly.

If your child has a long-term condition (i.e. eczema, EpiPen) and needs medication, you can provide this to the School Office. You must complete a medication form and sign to allow a First Aider to administer medication to your child. If your child has asthma it is essential that an inhaler is provided to the school. This **MUST** be in school every day.

If your child has short term medication, (i.e. antibiotics) we ask that you try to incorporate this into their home day for example. Having a dose before school, after school and before bed. If this cannot be arranged and a dose is needed to be taken during school time, you can attend the school office to do this. Alternatively, with the Head Teachers agreement, you can sign a medication form to allow a First Aider to administer medication to your child. A child **CANNOT** administer their own medication.

Illness/Medical Reasons for being absent

If your child is ill, please call the school office or leave a message on our absence line, 0116 276 7708 option 1. This needs to be done as early as possible. If you have not done this by 9:15am, you will receive an absence text from the school. You must respond to this immediately.

Parents are obliged to advise the reason for their child's absence, as the Local Authority requires every school to record pupil absences as well as attendance records.

If your child has visited a Doctor/Hospital, we may need to see proof of this.

The Education Welfare Officer checks registers each month, monitoring anyone below 95% and will follow up school concerns regarding absence.

PE Kit

PE must be in school each day. It can be taken home to be washed at any time as long as it is back in school the next day ready for use!

- Trainers/Plimsolls
- Black PE Shorts/Joggers
- Plain White Top/ Track Suit

Mobile Phones in School

Children may bring their mobile phone to school, if they are walking to/from school alone or other reasons, BUT they must hand in their phone to the office at the beginning of the day for safe keeping. They can collect their phone from the Office Staff at 3:20pm. We will not be held responsible if a child does not hand in their phone and it is lost/broken.

After School Clubs

Each term we run after school clubs from 3:20pm – 4:30pm. Monday – Thursday. You will receive a club letter at the end of each term stating the clubs that will be running the next term. You must complete the form and return it to the school office as soon as possible as well as making payment on ParentPay to ensure your child's place in the club. Prices vary on the amount of week in the term. This is a great facility for children and Parents/Carers and we encourage children to attend!

School Meals – ParentPay

School meals are available daily. 2019 price is **£2.25** per day. Meals do have to be paid for in **advance** and a meal will not be provided for your child if your account is not in credit. You pay for your meals via ParentPay. You will receive instructions of how to set up your account and this must be registered before your child attends Merrydale Junior School.

If your child has **Packed Lunches** from home, you still need to register your ParentPay account as this is the **ONLY** payment method we have for paying for school dinners, trips, clubs, swimming etc.

If you do not register your account, you will be contacted by the Office Team as all Parents/Carers are expected to do this.

Our menu is on our school website. You can also collect a copy from the School Office.



Is your child eligible for Free School Meals? Pupil Premium?

If your family is entitled to benefits, your child may be eligible for Free School Meals. You can apply by telephoning 0116 305 6588 or visiting www.leics.gov.uk/index/education. There are also forms in the school office if you prefer to send your application via post. The Office Staff will be happy to help you complete this.

Once your child qualifies for FSM they will automatically qualify for Pupil Premium, meaning you can get reduced costing on school trips, swimming etc. This continues for 6 years, even if you no longer qualify for FSM in this time!

Breakfast Club – 7:30am – 8:30am

Children that need to be dropped off early to school can attend Breakfast Club and there is a daily charge for this club, payable via ParentPay. They do receive breakfast of their choice – cereals, toast, fruit juice, etc, in the dining hall. Children need to enter through the office on Claydon Road.



Letters & Information

Any time that we have an activity or trip, we will send a letter out to you. If consent is needed, you can return this in paper form or if payment is needed, consent can be completed on ParentPay with payment.

Newsletters are sent out every 2 weeks with lots of useful information for you and we recommend that you do read each one!

At Merrydale Juniors we do also have a blog and twitter account, the information on how to look at these is on the last page of this booklet. You can also find all information including letters on our website.

School Details:

Address

Merrydale Junior School
Claydon Road
Leicester
LE5 0PQ

Telephone

0116 276 7708

 Email office@dsatmerrydale.org

 Twitter
@MerrydaleJunior

Blog: <http://Merrydalejunior.net/>

Website: www.merrydalejuniors.com

SCHOOL TERM DATES – PLEASE SEE WEBSITE