



Year 6 to 7 Transition – Frequently Asked Questions

Letters and communication

- ✓ **What information should I have received from the National Church of England Academy?**

20th March 2020 – welcome letter and data collection sheet

15th May 2020 – update letter, welcome booklet and home academy agreement

Yet to be sent: Biometric consent/ photographic consent/ medical information forms

- ✓ **What should I have returned to the academy?-**

Personal data collection sheet – please return by Friday 5th June 2020

Home school agreement – please return by Wednesday 1st July 2020

- ✓ **When can I expect to begin receiving more information from the academy? How will it be sent out?**

Information has been posted to parents since offer day in March 2020. The academy will communicate with you, wherever possible, by email and ParentMail after September. Information is also put onto the website and via our social media platforms (Facebook and Twitter)

Details such as SQUID login details (online payment system used for catering and trips) don't come to parents until the end of first week/ start of the second week of the Advent (autumn) term, once we have had the opportunity to check that your electronic contact details are correct.

Apps to download and websites to bookmark

ParentMail: All communication is sent through ParentMail. Please ensure we have your correct email address. You should receive, by email, your invitation to register on ParentMail before the end of summer term (as long as you have returned your data collection sheet to the academy). Once you have received this email please sign up as soon as you can. Do let main reception know if you have not received any emails from school by the second week of the Advent (autumn) term. Phone Main Reception on 0115 963 5667, or email adminoffice@nationalce-ac.org.uk.

sQuid: Online payment system used for catering (lunch and break time snacks). You can also pay for trips and resources using this.

<https://www.squidcard.com/support/parents>

Insight: The way you can monitor homework tasks, credits/ debits and attendance. Please refer to welcome book. Students will be given their Insight logins in school in the first week or two of term. Parents will have their login emailed to them around the same time. Please make sure you sign up to Insight as soon as you have received this email.

<https://insight.nationalce-ac.org.uk/INSIGHT/>

Tootoot: Your child will receive information about Tootoot, when they join us in September. This is an anonymous reporting platform for bullying and friendship issues, monitored by Heads of House.

School uniform



Items of school uniform are detailed in the Welcome Booklet which you will have received by post. There is also a copy on our website. Our suppliers of our uniform are **Hucknall Sports, Price and Buckland and Schoolwear Solutions**. They all offer online sales. Their websites are: www.hucknallsports.co.uk; www.price-backland.co.uk; and www.schoolwearsolutions.com

Transport and travel

We encourage safe walking and cycling to school. However, we acknowledge that it is sometimes essential that vehicles are used to provide transport for journeys. The school car park should not be used to collect or drop off, to minimise the risk to staff and students, nor should vehicles pull into and drop off within the entrances and exit driveways.

Please be mindful of the residential area that surrounds the school and ensure that cars are not parked blocking driveways or in the car park or driveway of Annesley Lodge Residential Care Home. There is an emergency services multi-hub just off the roundabout near the academy: please avoid parking around there to ensure them unhindered access to perform their vital services.

You will notice double red lines along the front of the academy – no stopping, waiting or parking is permitted along the front of the academy by any vehicles at any time, to protect students and enable access for emergency vehicles.

Bus Information: Please use this link to find out further information about school buses, passes, fares and routes: <https://www.nottinghamshire.gov.uk/education/travel-to-schools/under-16-travel-assistance> or phone 0300 500 80 80 and ask for school transport.

Catering

✓ How does my child pay for lunch?

We operate a cashless system and children scan their fingerprint to pay at the till point. When we have received the biometrics consent form back from you, your child's fingerprints will be scanned in school. This is usually done in the first couple of days in September.

✓ How much money should I add to sQuid for my child's lunch?

There is an automatic daily limit on sQuid of £5.50 spend per day, and you can request a lower limit if you would like – please contact the catering manager via Main Reception (0115 963 5667, or email adminoffice@nationalce-ac.org.uk). Around £3 a day would enable students to buy a meal deal and a snack during morning break.

✓ My child is eligible for free school meals?

We are informed where a child is already eligible for FSM and this will be credited to the student's SQUID account automatically each day. Please do ask your child if their account is being credited daily (they will just see money has been added to the account, they will not be able to see it is FSM). Please let us know ASAP if there are any problems.

If you think you may be entitled to free school meals please apply through this link <https://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk>

Or phone Nottinghamshire County Council on 0300 500 80 80 and ask for the Free School Meals team



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ACADEMY

If you start a new FSM claim, please contact us once you have received confirmation from Notts CC (phone the academy Main Reception on 0115 963 5667, adminoffice@nationalce-ac.org.uk)

✓ **What should I do if my child forgets their lunch?**

If you let school know as soon as possible we will attempt to ensure that your child gets fed. You could either drop them off a packed lunch to Main Reception or transfer some credit on sQuid so that they can purchase some lunch in Archie's.

Please make sure your child knows that if they forget their lunch they **must** inform a member of staff so we can make sure they get something to eat – this is their responsibility, as staff will not necessarily realise your child has not eaten unless they are told.

In September... enrichment and extra-curricular

✓ **How do I pay for a school trip?**

Via sQuid ensuring that the payment is added to the relevant 'purse' - we are unable to reallocate funds from one 'purse' to another.

Please do not pay for trips and resources on sQuid without ensuring that they are relevant to your child. Please also ensure that permission slips or order forms are returned to school by the deadlines given – staff will **not** know you have requested a trip place or resource from your sQuid payment only. It is the permission slip or order form that will be counted in any 'first come first served' scenarios.

✓ **How can I arrange for my child to have instrumental lessons?**

Students will be informed in September and be directed to collect a form from Miss Sanders to register for these.

In September... general queries

✓ **What should I do if my child is ill and can't attend school?**

You should telephone the attendance officer on the first day of absence Ms Arrowsmith ext 106/ email: harrowsmith@nationalce-ac.org.uk and on each subsequent day to ensure that we know the whereabouts of your child.

✓ **What should I do if I need to collect my child from school?**

If you have been asked to collect your child, for example due to illness, please come to Main Reception. If you are collecting your child for an appointment, you must come into main reception to meet them. All children **MUST** be collected by their adult from main reception. Please inform us if you have arranged for any adult, other than those you have given us as a contact, to collect your child - please give your child a note or contact Main Reception (0115 963 5667, or email adminoffice@nationalce-ac.org.uk)

Your child will need to collect a sign out slip from House Reception and will then come to meet you in Main Reception.



✓ **What should I do if my child has an appointment in school time?**

Where possible all appointments should be made outside of the school day, or within holiday times. Where this is not possible please send a copy of the appointment into school with your child where possible. This will be registered as a medical appointment or as an authorised absence accordingly.

All children **MUST** be collected by their adult from main reception.

Please inform us if you have arranged for any adult, other than those you have given us as a contact, to collect your child – please give your child a note or contact Main Reception (0115 963 5667, or email adminoffice@nationalce-ac.org.uk)

✓ **What should I do if I need to drop items off for my child?**

All items would need to be dropped off at Main Reception. Staff will then try to ensure that items are delivered to your child.

As far as possible we would request that you do not drop off items for your child, as we are trying to support their independence.

✓ **What should I do if I need to get an urgent message to my child whilst they are in school?**

Please telephone Main Reception (0115 963 5667) Messages for students will be passed to House Reception. Staff will then deliver these messages to the students.

Wherever possible, please make arrangements, e.g. for the end of day collection, with your child before they leave for school in the morning.

Please do not try to contact your child via their mobile phone, as the academy has a clear rule that these are not allowed to be used in school at all. Any phone that is out during the day will be confiscated and parents will be contacted to collect it.

✓ **How do I contact my child in school time?**

Children are not allowed to use their mobile phones on site.

If you urgently need to contact your child during the school day, please contact Main Reception (0115 963 5667 or House Reception and they will pass the message on. Please **DO NOT** email urgent messages in case they are not picked up in time.

✓ **How can my child contact me in school time?**

Again, mobile phone use is not allowed during the school day. Therefore, if your child needs to contact you they must go to House Reception and ask them to contact you.

✓ **What should I do if my child isn't able to do PE?**

If there is a medical reason that your child can't do PE please inform the school who will assess whether it is necessary to complete a risk assessment for your child. If this is not the case, please provide a note explaining the reason for your child to pass to the subject teacher.

Your child is required to bring their PE kit and get changed for the lesson, even if they are not able to fully participate unless the risk assessment says otherwise.



✓ **What should I do if my child needs a risk assessment?**

Please contact the school and let them know of any injury that may mean that your child needs any additional support - such as using the lift rather than taking the stairs - and they will be able to inform you whether a risk assessment is necessary.

Contacting staff at the academy

✓ **How can I contact my child's tutor?**

The best way to contact your child's Personal Tutor is by email - their initial and name followed by @nationalce-ac.org.uk

✓ **Who should I contact first at school if I have any concerns?**

Your child's Personal Tutor is often the best person to contact, however subject teachers can be emailed in the same way.

If you have a more urgent concern, please telephone Main Reception and they will pass any messages on to the parties concerned.

✓ **How can I arrange to speak with someone in the academy?**

It is not possible to meet with staff in school without an appointment - all teachers have a full teaching timetable and so it is highly unlikely that anyone is available.

However, meetings can be arranged before and after school at a time that is mutually convenient.

Appointments can be made by contacting a member of staff directly or through contacting Main Reception. **Please do not come to school without an appointment and expect to be able to meet a member of staff.**