



WELCOME BACK!

We would like to welcome all of our children, families and staff, we hope you enjoyed your summer holidays. This newsletter contains important information so please keep it in a safe place so you can refer back to it.

SCHOOL MEALS



With effect from September 2015 the cost of school meals will increase from £2.10 to £2.20 per day paid in advance for children and from £2.52 to £2.64 for adults.

Children in Reception to Year 2 will still receive their Universal Free School Meals.

FREE SCHOOL MEALS

Is your child eligible for Free School Meals? If you are receiving certain benefits, you may be entitled to claim. An instant yes/no decision can be received using the online application process available at: www.staffordshire.gov.uk/freeschoolmeals. The school benefits by £900 per pupil eligible for free school meals even if they bring sandwiches, they do not have to eat a school meal. Help us to educate your child, please claim your free school meal now! Please apply even if your child is Reception or Years 1 and 2 and receiving Universal Free Meals to ensure the school receives the funding.

If either parent or guardian is in the armed forces, similarly the school receives extra funding so please let us know before the end of September.

ATTENDANCE

Attendance is expected to be at a minimum of 90%. However, if your child averages this over their school life they will have missed 266 days of education! Over a year of the 13 years missed, and they will fall behind other children. After October half term, if your child's attendance drops to 90%, you will receive a standard letter notifying you. The Education Welfare Officer will be contacting parents if your child's attendance falls below 85%. It is essential for your child to attend school as much as possible or their education will suffer.

Twice a year you will receive letters notifying you of your child's absence percentage. We use a 'traffic lights' system which indicates the level at which your child's attendance is – Red, Yellow or Green. Nursery and Reception are included in the monitoring. We understand that colds and minor illnesses are common in young children but we would ask that

unless the child is too ill to attend school that you bring them in.

If your child is ill, please let the school know as soon as possible on the first day of absence. This may be by way of telephone call or a note with an older sibling. You may wish to text the school mobile on 07855336958, phone us on 01283 529800 or e-mail us on office@outwoods.staffs.sch.uk. We will attempt to contact you if your child is not in school and we have not had a reason for absence, it is therefore essential that we have a current number on which to contact to you.

SAVINGS SCHEME

We have a savings scheme to help parents to budget for school trips throughout the year. The school pays 20% of the cost of school trips and events. Trips can work out to be quite costly particularly if you have more than one child in school. If your child leaves the school, you will be fully reimbursed. A savings card will be issued to each saver and updated each time money is received, please contact the office for details. In particular, every year Year 6 has a 5 day residential trip in February, the cost is nearly £100 and finding such a large amount around Christmas can be very difficult. You are able to start saving for this as soon as your child starts school if you wish. We hope this scheme will help to relieve the financial pressures and ensure that all children are able to benefit from trips.



AFTER SCHOOL CLUBS

There will be clubs run voluntarily after school by members of staff, details will be issued shortly. In order for the clubs to run smoothly please notify the school office or write in the home school contact book if your child will not be attending the club they are due to attend. At the end of the school day, children are taken from their classrooms to their club by a member of staff unless we have been notified otherwise by you. Please notify us in your child's home contact book or phone call if anyone different will be collecting your child from clubs, we do not allow children to go home until we have confirmation from parents or guardians.

Other than choir, drama (in the Summer), and a few sports (in Autumn) there will be no school-run clubs in the first two and last two weeks of each full term (not half-terms).

Clubs run by outside agencies will provide you with dates and times of their clubs. Usually there is a charge for these.

DATA CHECK SHEETS

All children have taken home a data check sheet which contains information we hold for your child and contact numbers for emergencies. Please check this information very carefully and change any inaccuracies. Ensure your contact details **especially mobile phone numbers** are correct and ensure they are in the order you wish us to phone. It will also help to have your e-mail address. Please ensure that all parents who still have legal parental rights are included on the list even if they no longer reside with you as we are legally expected to send copies of reports, letters and parents evening invitations to them. Medical information is also very important for our first aiders to know and should be recorded on the sheet. Once they are correct, please return them to school for amendment to the data held on our computer. Please ensure that if you change your mobile number we must know the new number in case of emergencies and if your child is ill.

FUN FUND

Parents are asked to make this annual £4 contribution to school funds. It helps pay for treats, events and trips for the children and means we do not have to ask you for the full price every time we have a special event (e.g. animal man, authors, etc). Please send your contribution into school in a named sealed envelope. Families with more than one child in school, please give what you can. Thank you in anticipation of your support. **Remember - all the children benefit from the fund.**

CONTACTING THE SCHOOL

We are always very pleased to hear from parents but would request that you contact the correct member of staff if possible. If you have a query about school systems or procedures which you are unable to find the answer to in your prospectus or on the website, please contact the school office. Also please contact the school office if your child is absent. If your child has a problem, please contact the class teacher, if that does not resolve the problem, please contact the Year Leader, if you are still unhappy, please contact Mrs Grant, Deputy Headteacher. If you are still unhappy, please contact Mrs Wells, Headteacher. If all these staff are unable to resolve the problem, we have a complaints procedure involving the Governors, which should be followed and is available in the parent's policy folder in the lobby. Please try to ensure that your children are aware of their collection routines each day as the office staff cannot guarantee to get any changes or questions to your child as they may be working away from the office and the phone be turned to answer phone.



In line with the Governors Charging Policy, children requiring to use the phone to contact you during the day to check arrangements or to ask for forgotten kit/books to be brought to school will be expected to pay 20p for each phone call.

PHOTOGRAPHS

On 23rd September the photographer will be visiting the school for individual photographs of all the children. If you wish to include pre-school children in a family group photograph please let the school office know in advance. No older siblings from other schools are able to be included in photographs. Family groups will be taken from 8.45am onwards.

INSET DAY

There will be an inset day on Monday 21st September for staff training. There will be NO pupils in school on this day.

BLIND CORDS AND CHAINS

Please take time to read the attached newsletter from the Child Death Overview Panel.

CUSTOMER ALERTS

Staffordshire County Council offer a free text alert service which brings you urgent and important alerts straight to your email inbox or text message. This service includes updates about School closures, bus service changes, school admissions, severe weather alerts and more. In order to sign up please log in to the Staffordshire County Council website and follow the link to 'Customer Alerts'.

WALKING ON SCHOOL FOOTPATHS

Could you please ensure that your children walk sensibly to and from school on the school grounds using the footpaths on the field. The footpaths are very busy with parents and children therefore please ensure scooters and bicycles are not ridden on school grounds. Thank you.

LOST PROPERTY

At the end of last term all the cloakrooms were emptied, any items which are named will be returned to their owner. This photograph shows the unnamed property left which will be displayed after school near the dining room at the end of the school day on Friday 18th September. You are welcome to look through the items to reclaim any lost articles. Anything left will be sent for textile recycling.



EARLY ARRIVALS

Please note that the playground is only supervised by staff from 8.35am. No children should be on the yard before that time. We have a Breakfast Club which runs from 8.00am at a cost of £2 per day for children from Reception upwards. If you wish your child to attend Breakfast Club, please call into the office to collect a form.

ADULT BEHAVIOUR

Following an incident on the first day of term I would like to remind parents, carers and relatives that poor behaviour on the school site is not acceptable. Swearing, fighting or threatening behaviour of any kind will not be tolerated and can result in Governors banning you from coming onto the school site. Please set a positive example to the children when at school.

USE OF FACEBOOK & SOCIAL MEDIA

Please do not use social media to air your concerns or make threats. We have a duty of care to all the pupils and staff to protect them from threats and complaints made in this way. If you have a worry or problem, please come and talk to us and share it so that it can be addressed.

ECO MARKET

During morning break there is a stall selling healthy snacks and water to children from Year 1 upwards. The cost of items starts at 10p for raisins to 45p for Nutrigrain bars. Early Years and Key Stage 1 children receive free fruit or vegetables. If your child brings a snack into school fruit is preferable or a healthy snack e.g. fruit flakes. No crisps, biscuits or cake are allowed at snack time. No sweets are allowed at any time.

E-SAFETY

E-safety is vitally important to ensure children stay safe on-line. To learn more about the risks facing our children when they use computers, please log on to <http://www.thinkuknow.co.uk>
Another useful website you might like to visit is <http://support.xbox.com/en-GB/xbox-live/>



DATES FOR YOUR DIARY

PLEASE NOTE THESE MAY BE SUBJECT TO CHANGE

17 Sep	Class 16 Assembly & Family Meal
21 Sep	INSET DAY School closed to pupils
23 Sep	Individual & Sibling Photographs
1 Oct	Class 15 Assembly & Family Meal
8 Oct	Class 14 Assembly & Family Meal
20-22 Oct	Parent and Teacher Evenings
23 Oct	BREAK UP FOR HALF TERM Non uniform Day 50p
2 Nov	BACK TO SCHOOL
5 Nov	Class 13 Assembly & Family Meal
19 Nov	Class 7 Assembly & Family Meal
2 Dec	Open Classrooms 3.30-4.30
18 Dec	BREAK UP FOR HOLIDAYS Non uniform Day 50p
4 Jan	BACK TO SCHOOL