

Communication /Letters Home. News letters and information is sent to parents regularly from school via e-mail / texts /School Comms and letters home, we also have a Facebook page, please join if possible. Class Activities and topics can be seen on the class pages on our website.

Letters are sent out seeking consent for your children to go on visits out of school.

The school is registered with **School Comms** and this allows us to quickly send emails and/or text messages to individual, groups or all parents. Please ensure we have up to date details of a mobile phone number and email address. Please check your child's school bag and your PC or phone on a daily basis to ensure you are up to date. **Information is also loaded onto the school's website.**

Contact Forms

Addresses, telephone numbers, and emergency contact details must be kept up to date so we can contact you urgently if need be. Please inform the office if there are any changes to your phone number, e-mail or address.

Absence

If your child is absent you should contact the school the same day with the reason.

1. Telephone before 9:15 a.m. to notify the school that your child will be absent and why.
2. On your child's return, complete an absence form.
3. Failure to complete this form will mean that an unauthorised absence will be recorded against your child's name in the register:
4. Forms are available at the main entrance to the school and on our website
5. Absence from school can only be authorised by the Headteacher.

Request for leave of absence in term time

Please complete the relevant form and explain the **exceptional circumstances** relating to the leave of absence you would like the Head Teacher to consider. Please note that family holidays are not considered to be exceptional circumstances.

Arrival and Departures from school

In the morning, children in Reception are dropped off at the outside door to the classroom. Years 1 and 2 are dropped off at the outside access doors to their class. Years 3 and 4 are dropped off in the main playground at the front of the school. Teachers are available in these areas from **08.40am to 08.50 am** daily. The school bell rings at **08.50 am** and children line up in their classes. Parents who arrive with children after this time, go to the front entrance of school and sign the late book. Children will make their own way to their class as parents are not permitted to come into school as this causes unnecessary disruption to the start of the school day. At the end of the day, Reception and Year 1 children are picked up from outside their classrooms. Year 2 children are picked up from the small yard and Key Stage 2 children are picked up from the main playground. **School**

School Uniform

We like to encourage children to feel part of, and have pride in our school community. A way of achieving this is by wearing our uniform.

This comprises of:

- * grey or black trousers/skirt/pinafore
- * white polo shirt
- * red sweatshirt/ cardigan
- * Black sensible shoes
- * In the summer term, girls have the option of wearing a red check dress and boys school shorts.

PE Parents are also asked to provide a change of clothing for P.E.

This comprises of:

- * red T shirt
- * black shorts
- * black sandshoes

Children wear their PE kit to school on the days they have a PE lesson.

Believe



Achieve

Succeed

**A Guide for
Parents and
Carers
2025/2026**

**Prior Park Primary School
Dean Drive Tweedmouth
TD15 2DB**

<http://www.tweedmouthpriorpark.northumberland.sch.uk>

Welcome to our school!

We are very pleased that your child / children are attending our school. This leaflet will explain a variety of systems we have in place to ensure the smooth running of our school

School Meals SCHOOL GRID

- Children in Reception and Years 1&2 are entitled to a free school lunch. This is provided by the Government 's Universal Free School meal initiative. Please order your child's lunch online on **School Grid**.
- For children in Key Stage 2, lunches cost £12.50 per week or £2.50 per day and are ordered and paid **in advance**. Parents are required to order and pay online through **School Grid**
- If your child is absent on any day please remove his/her meal choice from **School Grid** prior to 9.15am
- Class teachers are in the playground Monday to Friday and will receive any swimming, trips and event money. Please label all envelopes with your child's name ,contents and the exact amount enclosed.
- **Free School Meals.**

If you think you may be entitled to free school meals (County Council means tested) it is important that you register. Our school receives funding through Pupil Premium for each child entitled to a FSM. This money is important and helps us to provide the best for your child and extra support for their learning if required. You can apply directly online to FSM department by following the links on County Council's web site.

Milk

- School milk is ordered and paid for **prior** to the start of each term. The school office will send out forms to all families before the end of the previous term, so they can submit their request for milk along with payment.

Free School Milk

Milk is free for all Nursery children and for those children in Reception class up until the term in which they become 5 years old, inclusive of holiday dates. **Free School milk** is available for those families who are in receipt of a current Free School meals entitlement which extends for the whole of that term. (This is **not** the universal Free School meals given to Reception years 1 and 2) ***It is your responsibility to keep school and County Council informed of any change of circumstances and to inform them if you are no longer entitled to Free Meals and Milk .***

Breakfast Club

- ◆ The School runs a Breakfast club from 8.00 Monday to Friday. Children get a really good breakfast - a great start to the day!
- ◆ This club is supervised by 2 members of staff each day. The cost is £2 per day or 50p if we receive Pupil Premium funding for your child. Check with the office if you think this may apply.

◆ **After School Clubs**

School runs a variety of after school clubs which include; sports, crafts, dance and cooking. Costs for each club vary and discounts apply if we receive Pupil Premium funding for your child.

Swimming

- * Children in years Key Stage 2 have swimming lessons during the year at the Sports Centre.
 - * We are grateful for a contribution of £2.20 per week. This is paid in advance. A Letter will be sent out with swimming dates.
 - * We thank you in advance for your contributions, please put this in a envelope with your child's name and marked swimming then give it to your child's teacher in the playground on the first Monday morning of each half term.
- We can accept weekly donations if you prefer.

Educational Visits

- Visits are organised by each class teacher and are related to learning that takes place in class.
- These visits are heavily subsidised as transport costs are so high.
- Parents are asked for a contribution to help with travel costs and this is taken in the first instance to the classroom
- Children should wear our school sweatshirt or t-shirt on all trips for easy identification.

School Grounds

To ensure the safety of our pupils:

- > **Parents/carers are not permitted to drive into the staff car park.**
- > The only exception are registered disabled badge holders.