

Transition Information Pack



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USEFUL INFORMATION

Our School Day

8.50am	School begins and Registration taken <i>All absences to reported by 09.30</i>
09.05	Daily Act of Worship
09.20	Lesson 1
10.20	Morning Break
10.35	Lesson 2
11.30	Lesson Changeover
11.35	Lesson 3
12.30pm	Lunch
1.20	Afternoon Registration
1.25	Lesson 4
2.25	Lesson Changeover
2.30	Lesson 5
3.30	School Ends
Children should not be left on school premises before 8.30am.	

Term Dates 2015/2016

AUTUMN TERM 2015

Term Starts: Monday 7th September 2015 (Teacher Training Days 3rd and 4th September)
Half Term: Monday 26th October 2015 – Friday 30th October 2015
Term Ends: Friday 18th December 2015

SPRING TERM 2016

Term Starts: Monday 4th January 2016
Half Term: Monday 15th February 2016 – Friday 19th February 2016
Term Ends: Thursday 24th March 2016

SUMMER TERM 2016

Term Starts: Monday 11th April 2016
Half Term: Monday 30th May 2016 - Friday 3rd June 2016
Term Ends: Friday 22nd July 2016

Other Dates

Good Friday Friday 25th March 2016
Easter Monday Monday 28th March 2016
May Day Monday 2nd May 2016
Whitsun Bank Holiday Monday 30th May 2016

Please note: Additional Teacher Training Days will be confirmed at the end of 2015 Summer Term

Please ensure all holidays are to be taken during the 13 weeks of school holidays, further information available on school absence is available on our website:

www.alvechurchmiddle.co.uk

Wrap Around Care

We now offer before and after school care and have enclosed a booking form for your use. We are unable to offer holiday club this year however we will be looking to provide this service in the future. Should you have any questions, please do not hesitate to contact Mrs Behan our School Business Manager on 0121 445 1033 who will be happy to assist.



SCHOOL UNIFORM

Please find below a full list of our school uniform. Please be advised that you can purchase the following from 3 local suppliers, Clive Marks Redditch, Locker Room in Barnt Green and School Days in Bromsgrove. New this year is the option to purchase Polo Shirts, Crew Neck jumpers online from Tesco school uniform. 5% of purchases are donated to school fund.

UNIFORM LISTS

BOYS	GIRLS
School trousers dark grey/black (not combat style) Tailored trousers NOT fashion trousers School sweatshirt Pale blue polo shirt with school badge School tie(optional) Plain grey or navy socks Plain black shoes NOT BOOTS OR TRAINERS	Navy blue knee length skirt Skirts should be a traditional knee length - NOT ankle or calf length or to the other extreme, short. Navy or black tailored trousers School sweatshirt Pale blue polo shirt with school badge Plain navy or white socks or tights Flat, blackshoes(plain style) NOT BOOTS, TRAINERS OR STRAPPY SANDALS
CRAFT	
Craft overall (Dad`s old shirt is ideal)	
From Year 6 onwards, all pupils will need a cotton or nylon bib-type apron to be kept exclusively for food use	
PHYSICAL EDUCATION	
Navy PE shorts Long sleeve reversible top in house colours Navy polo shirt with house colours Trainers Football boots Navy football socks Dark Tracksuit (optional) Towel(optional)	Navy SKORT /navy shorts with house colours Long sleeve reversible top with house colours Trainers Navy football socks Dark Tracksuit(optional) Towel(optional) Football boots (optional-these can be used in tag rugby and cross country)
An optional navy hoody with house colours is also available for both boys and girls PE kit bag – large enough to hold equipment. (We recommend that this is lined with a waterproof material and that a spare polythene bag is always available for muddy boots!)	

Additional requirements - we ask that;

- No Jewellery to be worn at school other than **ONE** pair of ear studs
- No make-up or nail varnish
- Shoulder length hair to be tied up

Equipment needed for school

Berol handwriting pen (not biro)	Pencil	Ruler (30cm)	Eraser
Pencil sharpener	(No "Tippex" of any sort)		
Also desirable			
Pencil crayons	Felt pens	Calculator	Compasses
Dictionary	Art Apron	Earphones for computer room use	

Lunch Account

Your child will be given a personal lunch account and PIN number. The account can be topped up with notes or change. A machine is located in the school foyer for parents to top up accounts, and a machine is located within the school for pupils to use. When your child goes up to the food counter they will be asked for their name and class, the amount spent will be deducted from their account. If the account is running low, your child will be advised that it needs to be topped up, an overdraft facility of up to £5 will be in place for those days they forget their lunch money. Please be advised no food will be served if purchase will take them over £5.



PAYMENTS 4 SCHOOLS

All payments for trips, activities, books are paid for through the electronic service payments4schools. This gives parents the flexibility of paying at any time of the day, receiving an instant receipt for their payment, and gives assurance that payments have been made and pupils do not have monetary responsibility.

The system really is easy to use, please follow these simple steps below, and should you need any support, we are more than happy to assist, please contact the school office anytime.

Step 1:

Go to our web site
www.alvechurchmiddle.co.uk

Step 2:

On our home page, please click the link Payments4Schools



Step 3:

It will take you to the School Accounts Payment, please click the drop down arrow this will list the school, select Alvechurch then click on select.

Next step is to select the item, again click the dropdown And select the item the press Select. Continue to complete all fields, once all fields are completed, click the Pay button.

Payment Review

To modify a payment click the Modify link. To remove a payment click the Delete link
To make a payment, click Pay. You will be redirected to a holding page while your request is processed.
You will then be directed to the next step in the payment process

Account Type	Amount (£)	Description	Reference	IVAT

[Pay](#) [Back To Top](#)

Once you have clicked 'Pay' you will be redirected to the card payment system where you can enter your debit/credit card details to finalise the payment. On completion you will receive a Receipt Number which is your 'proof of payment' should you need it. The school accounts will receive automatic notification of payment, you therefore no need to do anything else other than log your receipt number as reference. Should you need any advice, or assistance please do not hesitate to contact our friendly school office team.



COMMUNICATIONS

Communication is predominantly via email and text message service. Copies of communications are available on our website www.alvechurchmiddle.co.uk.

Our website is also a great source of information to include our live school calendar where you can check all school events including sporting fixtures and other after school activities.

We welcome communication from parents and aim to make this as easy as possible for you. You have the option to call the office and we can forward your message to the teacher or you can contact them directly by email. Please visit the 'our school' area where you will see a list of our school team and contact addresses.

FAQs

Can we take our children on holiday during term time?

In-line with Worcestershire County Council and the Department for Education, our policy is that **no holiday** during term is authorised. Our aim is to ensure that our pupils are as successful as possible and parents support this by allowing their child to attend school during term time.

How do I tell you my child will be absent?

We ask that if your child is unwell, please report daily to the school office by phoning 0121 445 1033 and selecting option 1 where you will be prompted to leave a message, this service is open from 8.30am. You also have the option to email the office directly by using the **report an absence** button on our home page of web site, you can do this at any time of the day/night. Please note, that should your child be feeling better after a little medicine, please feel free to bring them in. You can always contact us for advice.

Can I bring medicine?

Medicines **prescribed for four times a day from a doctor** can be brought to school, an authorisation for administering slip needs to be completed by parents and handed to reception with the clearly labelled medicine. Pupils are not to carry any medicine on their body whilst at school other than inhalers. Spare inhalers are required to be stored in the medical room.

Lost Uniform

The school cannot be held responsible for lost uniform. We will actively assist in re-uniting items to the owner. Personal items must be labelled with your child's name. Your child has a locker and peg to use for storing their items, and whilst in the changing room for PE there is a locker and a peg that they can use, Please encourage them to respect their personal belongings by keeping them neatly stored whilst not using them.



PUPIL ~ HOME ~ SCHOOL AGREEMENT

Pupil Name..... Date.....

- **I, the Pupil - will** attend school regularly and on time
- Be prepared and organised for the day
- do all my class-work and homework as well I can
- be polite, helpful and friendly to others
- respect each other's religions, cultures, languages and beliefs and help to prevent bullying
- talk quietly and walk when inside the building
- respect equipment, the building and keep the school free from litter
- not use a mobile phone during school hours and keep it securely out of sight

Child's signature

- ✓ **Parent(s)/Guardian - will** make sure my child goes to school on time and properly dressed and equipped
- ✓ let the school know of any concerns or problems that might affect my child's work or behaviour
- support the school's policies and guidelines for behaviour
- support my child in homework and other opportunities for home learning
- read, sign and comment in my child's planner
- attend parents' evenings and discussions about my child's progress
- get to know about my child's life at school
- report any absences by 09.30 each day

Signature(s)

Alvechurch C of E Middle School - will provide a broad and balanced curriculum for all pupils

- encourage the children to do their best at all times
- encourage the children to take care of their surroundings and others around them
- inform parents of their child's progress at parents' evenings and of other school matters
- provide all reasonable monitoring and assessment of pupil work and progress
- set regular homework
- be open and welcoming and offer opportunities for parents to become involved in the life of the school
- assist all pupils to grow in spiritual, moral and social awareness

Working in Partnership we - shall support learning to achieve high standards of work and behaviour by mutual respect between staff, parents and students

- communicate effectively and develop a sense of responsibility
- adhere to agreed disciplinary procedures
- ensure that our policies reflect a caring school
- continuously strive to improve the school for future generations.

Mr D Snell
Headteacher: