



Orchard Meadow Primary School

The best in everyone™

Part of United Learning

Orchard Meadow Primary School

Parent Handbook

2021-22

Dear Parents,

This booklet is designed to give you the information you need to support your child's next academic year at Orchard Meadow. We hope you will find it useful and informative and that it will answer any questions you may have about the day to day organisation of our school and our expectations of our children.

At Orchard Meadow we want our staff, pupils and parents to have pride in all that they do. Every day is a learning day for all and our aim is to provide excellence for your child. We have high expectations around outstanding attendance, punctuality and behaviour. We will aim to create a climate in which the best learning can and will take place. This will only be achieved in a tight working in partnership with you, the parent. Everything we do together should and will focus on providing the very best learning opportunities for your child.

Our forms of communication will come in a variety of ways but we will endeavour to keep the school's [website](#) up to date with the school's procedures and policies, including our [safeguarding and child protection policies](#). Please also ensure we have your most up to date email contact to ensure you receive our [weekly newsletter](#).

Good communication between home and the school is vital, so if after reading this there are any questions which remain unanswered please do not hesitate to get in touch.

Mr William Power
Head Teacher



Mrs Harry Paget-Wall Collins
Executive Principal





Orchard Meadow Primary School

The best in everyone™

Part of United Learning

Our Vision:

“Inspiring all to unlock their potential through resilience and independence and striving for excellence in all that we do. We will be driven by our today so we are ready for tomorrow.”

Our School Values

Confidence
Creativity
Enthusiasm
Ambition
Determination
Respect



Our school values underpin everything we do and we talk about them with pupils every day. You might even see some of our 'values superheroes' on the walls if you visit the school.

Instilling PRIDE

We want pupils to be proud about where they are from and who they are and enthusiastic to share the achievements of themselves and others.

We are passionate about making learning **relevant** and **real** and linking to Blackbird Leys, Oxford and the wider world.

Therefore, our school motto and 'ethos' is PRIDE.

All members of the school community try hard to use the language of 'pride' to further develop pupils' **confidence** and **self-esteem**.

PRIDE assemblies every week celebrate great work and pupils who have demonstrated our values or have gone 'above and beyond'.

We also reward pupils who consistently show our values via the Head Teacher's Award and Learning Ambassador Award.

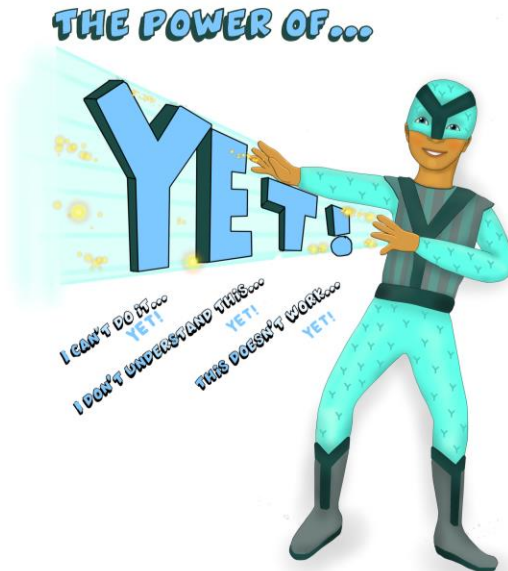


Growth Mindset

We believe that **challenge** is a fundamental part of learning and growing. At Orchard Meadow we embrace challenges and see set-backs as learning opportunities. It is part of the way we show our value of **Determination**.

A 'growth mindset' is fostered through self-reflection in our daily Family Time and through our Pupil Development and Enrichment Programme as well as weekly assemblies.

You may hear pupils talking about 'the learning pit' and 'the Power of Yet', which are ways that we help pupils to understand that learning is meant to challenge and this is a good thing!



The School Leadership Team



**Harry Paget-Wall
Collins
Executive Principal**



**William Power
Head Teacher**



**Rory Gratwohl
Deputy Head Teacher**



**Sue Patrick
Director of Inclusion**



**Natasha Papworth
Assistant Head
Literacy**



**Tejal Patel-Davis
Early Years Lead**



**Ben Scott
Assistant Head
SENCo**



**Andy Beattie
Director of Character
Education**

Our Class Families

Class family name	Teacher
Nursery Donaldson	Mr Noguera
Reception Rosen	Mrs Patel-Davis/Mrs Crick
1 Matilda	Mr Webster
2 Nightingale	Mr Scott/ Miss Papworth
3/4 Hawking	Mrs Anthony/ Mr Courtney
3/4 Berners-Lee	Miss Thornton
4/5 Franklin	Mrs Tackie-Yarboi
4/5 Johnson	Miss Cadman
6 Malala	Mr Gratwohl
6 Greta	Miss Oakley

All of our classes are named after inspirational figures that embody our school values. Pupils learn about their achievements throughout their time in school.

School Calendar

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T							
September			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
October					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
December			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
January						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
February		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28								
March		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
April					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
May							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
June			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
July					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						

Inset Day School closed for pupils	School Holiday School closed	Bank Holiday No school	Parent Consultations* School Closed for Consultation Parents to have appointment with their child and teacher to review progress in term. Remote learning is supported for children at home. All children should have appointment. July consultation is transition.
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The school calendar is also available on the website:

<https://www.orchardmeadowprimary.com/information/school-calendar>

School timings

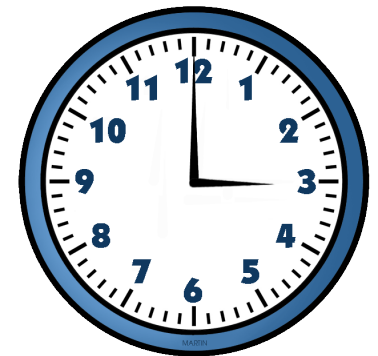
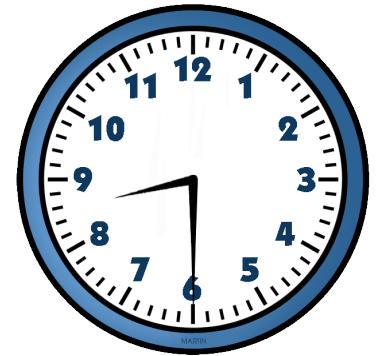
Drop off:

The school gates will open for pupils at **8:30am** and close at **8:45am**. Pupils should arrive between these times. Any pupils who arrive after 8:45am will be marked as late.

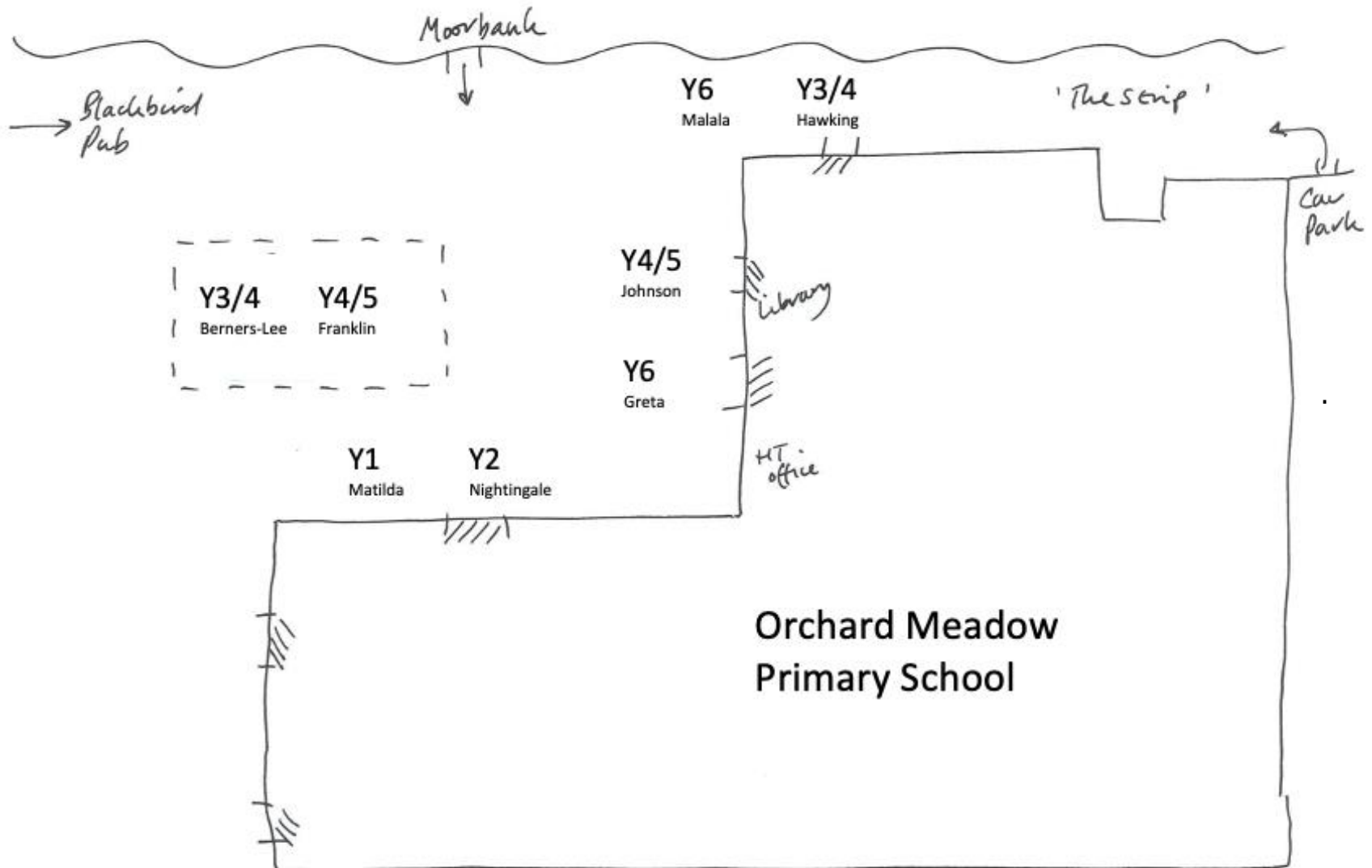
Please note that all gates will be opened for drop off, including Cuddesdon Way. Parents should drop at the gate as per the current arrangements, **without coming on to the school site.**

Pick up:

The school gates will be opened at **2:50pm** for parents to come on site for pick up at **3:00pm**. Please come to the following areas of the playground (see overleaf). Classes will then line up and pupils will be dismissed one by one. Please do not crowd the classes as they are being dismissed.



Pick-up: Locations



Pick-up: Clubs

If you are unable to collect your child and you are sending in another adult, please make sure they are on your collection list or call the school office to inform them of the name and give a password over to the office and to the person collecting.

If you are late then drop us a call, if you can and we will look after your child, please then collect from reception. *Please also refer to Uncollected Children Policy on the [school website](#)

Collection from After School Clubs

When collecting please make sure you collect your child from their clubs classroom from 4.15pm (unless stated otherwise).

Walking home alone: Pupils in Y5 and Y6 can walk home alone if they have parent/ carer permission. Please ring the school office to provide permission. Pupils in Y5/6 are not permitted to walk home younger siblings unaccompanied.

Pupils cannot be collected by older siblings if they are under the age of 16.

Communication

For communication with the class teacher, the preferred method is email or call initially. *Your class teacher will share with you their email on the first day.*

We share all information with parents via email, so make sure your details with us are correct.

On Fridays we send out the School Newsletter, which is also available on the [school website](#).



Learning in Early Years

Pupils in nursery and reception follow a broad and balanced curriculum with input taken from the [development matters](#) which supports the delivery of the [Early Years Foundation Stage \(EYFS\) statutory framework](#).

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development. Pupils should mostly develop the 3 prime areas first.

These are: Communication and language; Physical development and Personal, social and emotional development.



Learning in Early Years

These prime areas are most essential for your child's healthy development and future learning.

As pupils grow, the prime areas will help them to develop skills in 4 specific areas, these are: Literacy; Mathematics; Understanding the world and Expressive art and design.

These 7 areas are used to plan your child's learning activities. Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

Donaldson family Example Timetable

Day	8:30-8:45	8:45-9:00	9:00-9:15	9:15-10:00	10:00-10:15	10:15-11:00	11:00-11:15	11:15-11:30	11:30-12:15
Monday	Busy work/registration	Family meeting	English/phonics	Choosing/small group work	Fruit time	Choosing	Maths	30 hour children-wash hands lunchtime AM children sing song and get things.	30 hours lunchtime
Tuesday									
Wednesday									
Thursday									
Friday									
Day	12:15-12:30	12:30-12:45	12:45-13:00	13:00-14:00	14:00-14:15	14:15-14:45	14:45-15:00	15:00-15:15	
Monday	Busy work/registration	Family meeting	English/phonics	Choosing/small group work	Fruit time	Choosing	Maths	Children sing song and get things.	
Tuesday									
Wednesday									
Thursday									
Friday									

English/CL Maths PSED PD UW/EAD

Rosen family Example Timetable

Day	8:30-8:45	8:45-9:00	9:00-9:10:00	10:00-10:50	10:50-11:15	11:15-12:00	12:00-12:45	12:45-13:15	13:15-14:00	14:00-14:15	14:15-14:45	14:45-15:00
Monday	Busy work/registration	Family meeting	Phonics	Choosing/ small group work	Maths	Wash hands/lunchtime	Outdoor play	English	Small group PSED Choosing	Fruit time	Choosing/s mall group work	Storytime
Tuesday	Busy work/registration	Family meeting	Phonics	Choosing/ small group work	Maths		Outdoor play	English	Small group Science Choosing	Fruit time	Choosing/s mall group work	Storytime
Wednesday	Busy work/registration	Family meeting	Phonics	Choosing/ small group work	Maths		Outdoor play	English	Small group Science Choosing	Fruit time	Choosing/s mall group work	Storytime
Thursday	Busy work/registration	Family meeting	Phonics	Choosing/ small group work	Maths		Outdoor play	English	Choosing	Fruit time	Choosing/s mall group work	Storytime
Friday	Busy work/registration	Family meeting	Phonics	Choosing/ small group work	Maths		Outdoor play	English	Small group Art Choosing	Fruit time	Choosing/s mall group work	Storytime

English/CL Maths PSED PD UW/EAD

Key Stage 1 Example Timetable

	8:30-8:45	8:45-9:05	9:05-10:30	10:15-10:30	10:30-11:30	11:30-12:15	12:15-12:45	12:45-1:30	1:30-2:30	2:30-2:45	2:45-3:00
Monday	Scoop and Boost	Brain Smart Start	Literacy inc. phonics	Break	Maths	Lunch	Theme Read	R.E.	Humanities		Class read
Tuesday	Scoop and Boost	Brain Smart Start	Literacy inc. phonics	Break	Maths	Lunch	Theme Read	Science	Assembly	Class read	
Wednesday	Scoop and Boost	Brain Smart Start	Literacy inc. phonics	Break	Maths	Lunch	Theme Read	Computing	Enrichment		Class read
Thursday	Scoop and Boost	Brain Smart Start	Literacy inc. phonics	Break	Maths	Lunch	Theme Read	PSHE	P.E.		Class read
Friday	Scoop and Boost	Brain Smart Start	Literacy inc. phonics	Break	Maths	Lunch	Theme Read	Humanities		Assembly	Class read

Key Stage 2 Example Timetable

	8:30-8:45	8:45-9:05	9:05-10:15	10:15-10:45	10:45-11:00	11:00-12:00	12:00-12:20	12:20-1:05	1:05-1:30	1:30-2:30	2:30-2:45	2:45-3:00
Monday	Scoop and Boost	Brain Smart Start	Maths	Guided reading	Break	Literacy	Spelling/ Handwriting/ Bedrock	Lunch	Spanish	P.E.		Class read
Tuesday	Scoop and Boost	Brain Smart Start	Maths	Guided reading	Break	Literacy	Spelling/ Handwriting/ Bedrock	Lunch	Humanities		Assembly	Class read
Wednesday	Scoop and Boost	Brain Smart Start	Maths	Guided reading	Break	Literacy	Spelling/ Handwriting/ Bedrock	Lunch	PSHE	Enrichment		Class read
Thursday	Scoop and Boost	Brain Smart Start	Maths	Guided reading	Break	Literacy	Spelling/ Handwriting/ Bedrock	Lunch	Computing/ R.E.	Humanities		Class read
Friday	Scoop and Boost	Brain Smart Start	Maths	Guided reading	Break	Literacy	Spelling/ Handwriting/ Bedrock	Lunch	Science		Assembly	Class read

Pupil Enrichment Programme

Every Wednesday afternoon at 1.30pm children in Key Stage 1 & 2 will experience an enrichment programme in Partnership with our new family at Radley College. The vision behind enrichment is about giving our pupils opportunities to learn new skills and experience different activities, to help develop their interests and aspirations; alongside meeting different pupils and develop new ways to learn.

The Programme:

Through the strong partnership with our new Radley family, your child will experience **3 different enrichments offers from 3 categories: Creative, Physical and Citizenship (community and wider world)**. Year groups will be placed within the categories and your child will need to make 1st choice, 2nd choice and 3rd choice.

We will endeavour to try and get your child's 1st choice but spaces are limited in the different workshops to provide a positive enriched experience.

Pupils will keep a personal profile to carry with them throughout their school career, to reflect on the learning that has taken place. At the end of each term you will receive the enrichment opportunities on offer for your child to select. Please spend time at home with your child discussing the options, so that the choice is the right one to develop new opportunities and skills.

Pupil Leadership

Differentiating and Developing

As children move up through the school, they will have opportunities to take on greater responsibility, including leadership roles.

Including:

Student Ambassador; Well-being Representative; Play Leader; Librarian; Sports Leader, Playground Leader and Digital leader

In their *learning*, as children move through the school, they are supported to develop *greater independence*, encouraging them to challenge and extend themselves. In Year 4, children at have the opportunity to go on a *residential trip*. It is our wish that all children attend and we offer support to families who need it.

Lastly, *Year 6* children are to wear a different colour tie, a privilege in keeping with their extra responsibilities and to show their maturity.

“It is our aim to ensure that children leave Orchard Meadow, ready for the rigour of secondary education”



P.E. Games & Swimming

Here at **Orchard Meadow**, pupils will have the opportunity to develop a broad range of skills and learn how to apply them in different ways. The curriculum is designed to develop **fundamental movement skills** and give all pupils the knowledge and **cultural capital** they need to succeed in life.

Pupils will be challenged to achieve their **personal best** and see the best in everyone, whether in lesson or at competition. Physical Education will promote a love of learning through a **child centred** approach, shifting responsibility to our learners, with our key drivers at the very heart; **Respect, Determination, Creativity, Confidence, Enthusiasm** and **Ambition**.

The school currently offers two PE lessons per week and children in year 4, 5 and 6 will also have additional exposure to Swimming. **Swimming** is an activity that **benefits** virtually every area of your **child's** life but most importantly will provide them with the ability to remain safe in and around water.

In PE lesson, we follow a curriculum that can be found on the website.

In addition, children will have further opportunities to take part in additional sports sessions through our Enrichment programme and After School Clubs .

P.E. Schedule 2021-22

Nursery Donaldson: Tuesday
Reception Rosen: Monday

Y1 Matilda: Friday
Y2 Nightingale: Monday
Y3/4 Hawking: Wednesday
Y3/4 Berners-Lee: Thursday
Y4/5 Johnson: Friday
Y4/5 Franklin: Tuesday
Y6 Greta: Tuesday
Y6 Malala: Thursday



Swimming (Term 1): Monday (Hawking & Berners-Lee)

From September, pupils should wear their uniform as normal and bring their P.E. kit into school to change into on their P.E. day.

P.E. Uniform



Plain white t-shirt and plain black or blue shorts. No logos.

Footwear



Pupils are expected to wear the correct uniform for P.E.

From September, pupils should wear their uniform as normal and bring their P.E. kit into school to change into on their P.E. day.

Your child's class teacher will inform you which days your child will have their P.E. sessions. They will contact you if necessary to support you to provide the correct uniform on the right day for your child.

Character Education



Orchard Meadow Primary School
The best in education

Our Education with Character

Compassion, personal growth
mindset & metacognition

Moral compass, social values and beliefs

Service, Selflessness, community change &
empowerment

Built on the foundation of our values, curriculum offer, enrichment and quality of education

Here at Orchard Meadow, we are committed to building Metacognition, Moral Compassion and Selflessness in our Children.

We intend to do this through our Curriculum intent, personal profiles, interventions, targeted clubs, opportunities to lead, enrichment afternoons and extra-curricular clubs'.

The Orchard Meadow Pledge

As a member of Orchard Meadow Primary School, we pledge that by the end of your school career, you will have completed the followed enrichment activities:

1. Participated in an individual or team sporting activity (interschool or school competitions);
2. Participated in a music or performing arts activity;
3. Helped others by participating in a social action campaign or by volunteering;
4. Participated in enrichment activities to widen experiences;
5. Attended two cultural, artistic or sporting events outside the local area;
6. Heard from an inspirational speaker;
7. Had a chance to share my views about school via the pupil leadership structure;
8. Attended a residential trip;
9. Had my talents celebrated and recognised;
10. Completed the Big 6 Reading Challenge.

After School Clubs

Lead: Mr Beattie

Each term* we hope to be offering additional activities that can enrich your child's school experiences. At the beginning of each term we will advertise these clubs for you to sign your child up for.

The clubs will run for 6 weeks and we ask you to make a contribution of £10 for the course of the activities:, this will support the school with expenses (due to staffing, resources and other costs).

As a school, we will work to keep the costs to a minimum. If you feel that your child is unable to participate in a club due to financial restraints please contact the school to see whether you would be entitled for financial support (*e.g. through pupil premium*).

Please see our Charging and Hiring Policy on the [school website](#)

Home Learning – Virtual Y1-Y6

We have an expectation that all home learning is to be completed by our pupils.

Home learning is used to consolidate learning from the school day, support further learning opportunities and allow parents to discover areas their children finds difficult.

This will be set virtually with tasks set on Teams Classroom directly to pupils in Y2 and above. In Y1 pupils will be set work a little differently in line with their age.

Home learning will start after week 3 of the Autumn term.

Each pupil will receive at least 3 pieces of home learning a week: [reading/literacy/math](#)s. This will come out on a Thursday and needs to be completed by the Tuesday (most will be electronic answers). We will provide a homework book for working out to stay at home and any worksheets handed out and returned completed will be marked after 72 hours and feedback to your child.

Reading is crucial for children and we have an expectation that your child will read at least 3 times a week, recording all reading in their reading records, which we would like to be signed by an adult.

In addition to this your child will have [take away wider curriculum home learning opportunities](#) related to their learning of the term. This will be a range of learning opportunities that your child will select to accumulate points.

Home Learning for EYFS Children

Home Learning is equally as important for our youngest children but can often look very different to tasks set throughout the rest of the school...

Listening to and reading stories is crucial for your child's language development and learning and we therefore expect that your child is read to/reads everyday. Your child will bring home a reading record that we would like you to sign and write about the stories you have read together.

'Homework for Grown-ups' has been introduced to encourage parents and carers to watch and observe their children learn through play at home.

To form your child's 'EYFS Profile', we welcome evidence from all that know the child and therefore encourage parents to watch, photograph and write down what their child enjoys doing to inform learning in school. This will be done through an application called *Tapestry*. We will guide you through how to use this year- **more information will follow to support you to set this up.**

School Uniform

Uniform is really important for our pupils to have a sense of identity and belonging to a community. It enhances the appearance of pupils and therefore the reputation of the school. It also helps to instil in students a sense of purpose when they put on their uniform in the morning.

All uniform can now be purchased by visiting the shop online at: <https://www.swischoolwear.co.uk/>
The only expectation for logo uniform is that your child wears an Orchard Meadow sweatshirt, cardigan or fleece top. There are no objections for the rest of the uniform to be purchased without a logo.

*Ties are uniform for all pupils in Y1-Y6
Year 6 wear a different colour tie:*



Select V-Neck Orchard
Meadow PS Red

From **£10.00**



Select Cardigan Orchard
Meadow PS Red

From **£10.50**



Tie Clip AO Logo Orchard
Meadow PS Red/Green

From **£5.50**



Tie Clip AO Logo Orchard
Meadow PS Green/Red

From **£5.50**

School Uniform

Footwear: All children should wear **black shoes or boots** during the school day; these can be trainer form but must be **plain black**. No coloured trainers/shoes to be worn during school day including coloured logos or trainers with 'light-up' features

PE uniform: Plain white t-shirt and **plain blue or black shorts** no logo t-shirts.

A sweatshirt and tracksuit bottoms. Navy or black PLAIN may be worn in colder weather in the games lessons as these will be outside unless unreasonable weather.

No jewellery and long hair to be tied back.

If your child forgets their PE Kit we will endeavour to supply them with spare clean kit.

Please make sure **all uniform is labelled** with your child's name and class. Any items found will be placed in lost property. The school cannot take responsibility for lost items.

*please see policy on website for more details

The Inclusion Team

At Orchard Meadow , we take a highly structured and responsive approach to each pupil's learning in order to enable all pupils to progress, achieve and participate. The team work together to ensure that every pupil at our school is able to make the most of the education we offer so they can achieve their full potential.

Our Inclusion team will assess the needs of identified pupils and offer tailored support programmes to ensure reasonable adjustments are made and needs of each child are met.

You will find our SEND offer & statement on the website, including audio transcript.

Key Contacts:

Director of Inclusion: Sue Patrick (DSL)

SENCo (AHT): Ben Scott (DSL)

Pastoral Lead: Justine Oakley

Family support worker: Nicola Dye (DSL)

Attendance Officer: Becky Pether (DSL)

Therapeutic Mentors: Michelle Witney and Shelley Sutherland

Inclusion Mentor: Stacey Brown



Sue Patrick
Director of Inclusion



Ben Scott
SENCo

Behaviour and Relationships model

At Orchard Meadow we have a Behaviour and Relationships policy (available on our website).

This explains how we view behaviour as communication and have developed our practice to be trauma informed and in line with the conscious discipline model.

We use the language of 'families' to build respectful relationships which support community connection.

The fundamental expectation for all of our school community is to:

- ✓ **Be kind**
- ✓ **Be ready**
- ✓ **Be safe**



Rewards and recognition

We endeavour to celebrate achievements in all areas of learning, both academic and behaviour. We give ongoing feedback to our pupils and acknowledge achievements through our recognition and rewards system.

Our school values underpin our rewards system. Our school values are:

Confidence

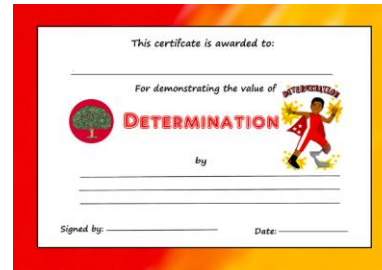
Creativity

Enthusiasm

Ambition

Determination

Respect



When our children show great effort linked to a particular value, they will receive recognition and reward for this explicitly.

Attendance

The attendance and punctuality policy, like all our policies is on the [school website](#). In the policy it divides attendance into a range of categories. There is a direct link between attendance and how well a pupil does in school. We want all our pupils to aim for 100% attendance and **achieve at least 96.5%**. We want to celebrate attendance and you will have seen in the rewards table the class attendance award, a trophy, and pupil attendance awards.

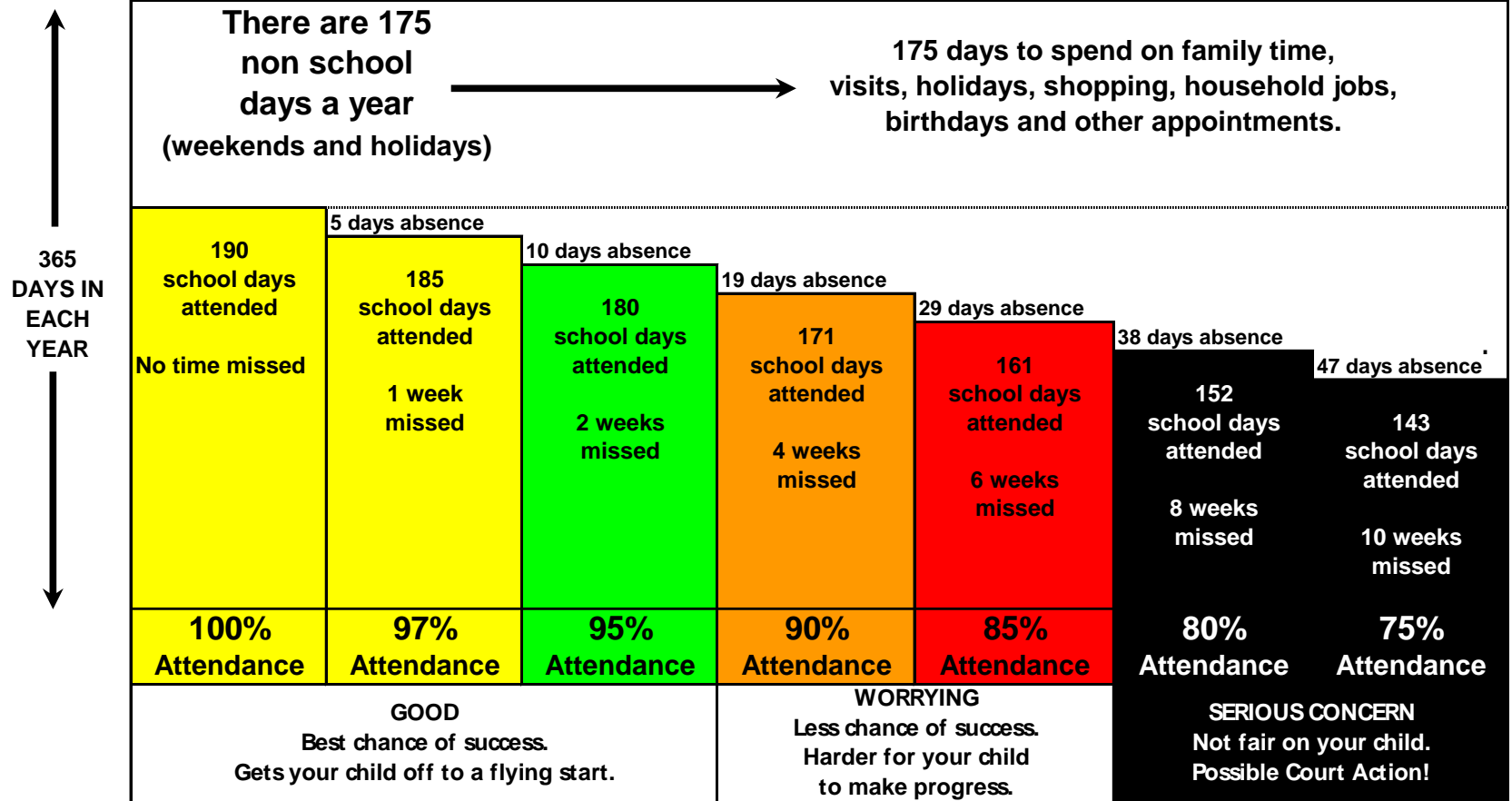
Every term you will receive information about the stage your child is at. Holidays are not permitted in term time. Please see our Attendance Policy for more information.

Orchard Meadow Pupils' attendance will be monitored under the following headings:

Stage	% Required
GOLD	<i>100% Perfect!</i>
SILVER	<i>Above 98%</i>
GREEN	<i>Above 96%</i>
AMBER	<i>Warning, cause for concern 90%-96% (inclusive) Parent Meetings</i>
RED	<i>Action required 90% below Parent Contracts</i>

Attendance Lead – Becky Pether (DSL)

Attendance Matters



Time Away during School Time

A brief summary of our policy

(Full explanation can be found in the policy on website or paper request from the office)

- **Parents are requested not to book holidays during term time.**
- You should only request time off in term time when there are **extremely exceptional circumstances**. We expect parents to take holidays during normal school holidays.
- You need to collect a **Holiday Request Form** from the school office, this needs to be returned for the attention of the Head teacher.
- Requests for absence for holidays during term time will only be considered if there are exceptional circumstances. Parents will be expected to **explain these circumstances** on the absence request form and support any application with documentation such as letters from employers or doctors notes. Issues such as parents' employment conditions related to non-negotiable holiday dates, the time of year and level of previous attendance may be taken into consideration.
- If the school refuses a request, but the child is still taken on holiday, the absence will be recorded as **unauthorised** and parents will receive a letter confirming this and warning that the parents may be liable for a Penalty Notice. If a second unauthorised absence is taken within 12 months, the matter can be referred to the Attendance and Engagement Service and may result in a **Penalty Notice** being issued without further warning.

School Lunches – Caterlink statement

(Menu found on [website](#) and [newsletter](#))

We take pride in our menus which are all compliant with the expectations from the new School Food Standards. These are available in the newsletter and on our website.

Healthy Eating is key to your child's development and concentration at school. Studies have shown that children not only have improved attitudes to learning but develop key social skills whilst eating together. Children in Reception and Key stage 1 receive Universal Free School Meals*, so they will not need to pay for their lunches.

If you provide **pack lunches** for your child we expect parents to also meet the food standards and provide healthy choices. We request that crisps and chocolate is not present in pack lunches and that children have sugar free drinks.

To pay for school lunches this is done through the school office. **If your child has allergies it is your responsibility to inform the kitchen at the school.** We will provide milk as a choice for all pupils at lunch time.

School Food Standards are broken down into these areas and can be found online:

**(It is still important that if you do receive free school meals we still apply for the funding as additional money comes into the school to support our pupils)*

Fruit & Veg
Milk & Dairy
Starchy Foods
Meat, Fish, Eggs & Beans
High fat, sugar and Salt
Healthy Drinks

Sample Menu

Menus available on [school website](#) or on request at the school office.

		SILVER SUMMER MENU 2021				
		Monday	Tuesday	Wednesday	Thursday	Friday
WEEK ONE 19 Apr 10 May 7 Jun 28 Jun 19 Jul	Option 1	Macaroni Cheese	Pork Sausages, Mashed Potatoes & Gravy	Roast Chicken with Stuffing, Roast Potatoes & Gravy	Chicken Tikka Curry with 50/50 Rice	Fish Fingers/Salmon Fish Fingers with Chips
	Option 2	Soya Spaghetti Bolognese	Vegetarian Sausages, Mashed Potatoes & Gravy	Vegetable Wellington with Roast Potatoes & Gravy	Lentil & Sweet Potato Curry with 50/50 Rice	Wholesome Cheese & Tomato Quiche with Chips
	Vegetables	Sweetcorn Peppers	Cauliflower Cabbage	Swede & Carrot Mash	Broccoli Carrots	Baked Beans Peas
	Dessert	Marble Sponge with Custard Yoghurt / Fresh Fruit	Pineapple Cake Yoghurt / Fresh Fruit	Yoghurt / Fresh Fruit	Apple, Cheese & Crackers Yoghurt / Fresh Fruit	Chocolate Cocoa Cookie Yoghurt / Fresh Fruit
WEEK TWO 26 Apr 17 May 14 Jun 5 July	Option 1	Sausage Roll with Wedges	Mexican Beef Chili with 50/50 Rice	Roast Turkey, Roast Potatoes & Gravy	Chicken & Red Pepper Pizza with Wedges	Fish in Batter with Chips
	Option 2	Tomato & Vegetable Pasta	Vegetable Hotpot	Quorn Roast Fillet with Roast Potatoes & Gravy	Chickpea Curry with 50/50 Rice	Cheese Frittata with Chips
	Vegetables	Sweetcorn Broccoli	Peas Carrots	Fresh Mixed Vegetables	Sweetcorn Tomatoes	Baked Beans Peas
	Dessert	Oaty Apple Crumble & Custard Yoghurt / Fresh Fruit	Chocolate Cake with Chocolate Drizzle Yoghurt / Fresh Fruit	Yoghurt / Fresh Fruit	Pear & Ginger Slice Yoghurt / Fresh Fruit	Orange & Lemon Shortbread Yoghurt / Fresh Fruit
WEEK THREE 3 May 24 May 21 Jun 12 July	Option 1	Cheese & Tomato French Bread Pizza	Chicken & Sweetcorn Pie, New Potatoes & Gravy	Roast (as advertised), Roast Potatoes & Gravy	Cottage Pie with Gravy	Fish Fingers with Chips
	Option 2	Jacket Potato with BBQ Beans	Five Bean Chili with 50/50 Rice	Potato & Courgette Stack with Roast Potatoes	Broccoli & Cheese Pasta Bake	Vegan Mexican Bean Roll with Chips
	Vegetables	Coleslaw Mixed Salad	Sweetcorn Broccoli	Peas Cauliflower	Green Beans Carrots	Baked Beans Peas
	Dessert	Oaty Cookie Yoghurt / Fresh Fruit	Banana Sponge & Custard Yoghurt / Fresh Fruit	Yoghurt / Fresh Fruit	Chocolate & Mandarin Brownie Yoghurt / Fresh Fruit	Peaches & Ice Cream Yoghurt / Fresh Fruit

School Lunches – Packed Lunches

If you provide *pack lunches* for your child we expect parents to also meet the food standards and provide healthy choices. We request that crisps and chocolate is limited in pack lunches and that children have sugar free drinks.

Please make sure lunch boxes are named.

Please make sure they have a water bottle which is clearly labelled with your child's name, and if possible, their class name.

Arbor Parent Portal

IMPORTANT - We do not accept cash payments for any school transactions.

This includes:

- ✓ School lunches
- ✓ Trips
- ✓ Breakfast clubs
- ✓ After-school clubs
- ✓ Nursery 30hrs top-up payments

We're using  Arbor

This is to make payments easier and safer.

You will be sent instructions on how to set up your payment account using the Arbor Parent Portal. It's quick and easy and should only take a few minutes. Check your spam inbox folder if you haven't received your welcome email if you are a new parent.

Please do this before the start of term to ensure that you have paid for your child's meals in advance.

And finally....

I hope you find the information in this handbook helpful. If you have any further queries please contact the school office and see the [website](#) for all policies.

Please don't forget that every Friday the newsletter will be the main source of communication (electronic) on events happening in the school.

IMPORTANT - Please ensure that the office has an up to date email address so you can receive these updates.

Web: www.orchardmeadowprimary.com

Email: office@orchardmeadow.org

Telephone : 01865 778609