

Frequently Asked Questions

What happens on the first day of school (Monday 7th September)?

On the 7th September your child will catch the bus or walk to school as normal. You may wish to see them off on the first day, but we kindly ask that once you drop them off you do not stay as we have a large number of pupils trying to get into school. When the bell goes, Mrs Brown will ask pupils to stand in their lines according to their forms (there will be signs!) and their form tutor will lead them to their classrooms. They will spend the day with their form tutors, before starting their timetabled lessons the following day. At home time, pupils will either catch the bus (they line up in their bus lines on the playground before being escorted to their bus by a member of staff) or walk. If you are meeting them, please meet them at the gates next to Shefford Lower School reception.

Uniform

Please follow winter uniform policy.

Boys School uniform

Red V-neck sweatshirt with embroidered crest
Plain black trousers
Plain white shirt
School tie
Dark socks

Girls School uniform

Red V-neck sweatshirt with embroidered crest
Plain black skirt (flared, kilt style or pleated) or plain black trousers
Plain white shirt
School tie
Dark socks (to be worn with trousers)
White and black socks (ankle or knee length) or black or grey tights (to be worn with skirt)

How do I top up my child's dinner money?

You should receive a link to parentmail prior to your child starting, this will then give you the opportunity to top up your child's dinner money balance on line. If for any reason you do not receive the link please send your child in with cash to top up his account manually.

What if my child does not have enough credit on their account for lunch?

If your child does not have enough money on their account for lunch, all they need to do is tell a teacher, who will write a note in their diary, which they need to present at the tills. You will be notified by your parentmail account when you have a low dinner money balance.

How do I contact my child's form tutor?

The best way to contact us is by writing a note in your child's Homework Diary; please do make sure that your child shows it to their form tutor straight away. If you need a more immediate or confidential response, then please email RBA-Enquiries@Bestacademies.org.uk; or telephone the school on 01462 628800. Your message / email will be passed on to the relevant teacher who will contact you within 24hrs (please note telephone call will be quicker than email). If you wish to contact a member of staff other than your form tutor, then again, please email in. If you want a response immediately, then telephone in (but please do note that we may not be able to respond straight away as we are likely to be teaching!).

What do I do if my child is going to be absent?

If your child is ill, please contact the school by 9am. Unfortunately, we are unable to authorise all requests for holidays in term time. However for other circumstances please complete a 'Leave of Absence' form which can be collected from reception. We take your child's attendance very seriously, as it is obviously key to their learning and academic progress.

Is my child allowed to bring a mobile phone to school?

Yes, but they must use a locker, letters detailing the use of lockers have been sent to you in your starter packs. They must put their phone in their locker just before school starts, and collect it at the end of the school day. If it is a "one-off" situation, they must hand it in at reception, where they will be able to collect it at the end of the day. Phones are NOT to be in classrooms or left in bags under any circumstances.

Where should I wait for my child on a normal school day?

If you are collecting on foot, please wait for your child at the entrance to Shefford Lower School. We request that parents keep the front entrance of school clear at this time because of the buses.

What should I do if my child has to take a medicine in school?

We will only administer medicines that are prescribed by a doctor and have a dosage which requires them to be taken during school time. These will be administered by the medical room, not the Form Tutor. Non-prescribed medicines cannot be administered.

What will happen if my child feels ill during the school day?

The teacher whose class they are in will send them to the medical room with a slip. The office staff will call you if it is deemed necessary.

What if I want my child to cycle to school?

Pupils who are local enough can cycle to school with the **written permission** of their parent sent to their form tutor. Of course we recommend that children take the Bikeability test and they should have the necessary safety equipment this includes a helmet at all time, courses are run at regular intervals. Bikes can be stored at school but they must have a lock.

What is a SPaG book?

In one of their first English lessons, your child will be issued with a SPaG book, short for "Spelling, Punctuation and Grammar". In here will be the spellings that your child is expected to learn that week (following a particular rule), the punctuation/grammar rule for the week and space for you to record when they have read to you. We strongly encourage you to listen to them read at least twice a week: many studies have shown the strong correlation between a child who reads (and can articulate their opinions on what they have read) with the academic progress they make. Can we also ask that you check their **Homework Diary** once a week, and sign it to say that you have done so.

How will you meet my child's SEND needs?

During the first half term we try to follow and be guided by the Lower School in order to meet your child's needs. We have communicated with Lower School SENCO's to find out about all the SEND pupils and we review their IEP's in October. Within the classroom we have an inclusive approach to SEND.

How do staff know about my child's SEND needs?

We have a confidential Inclusion Profile showing all pupils SEND needs, all staff have access to this and can see the needs of those within their classes and how best to support them. Staff work closely with the SEND team in order to refer any changing needs pupils may display.

If my child has a food allergy, what happens at lunchtime?

When you fill in the starter form, there is a section for food allergies and intolerances, this information is then passed on to our catering staff who liaise with Mrs Lyon our Medical co-ordinator. Our catering staff are happy to talk through any concerns about this if needed.

Pupils should not arrive in school before 8.00am.

If they arrive between 8.00am and 8.30am then they should go to the Café (Breakfast Club)

8:50 am All pupils must be at school by this time. If they arrive later than this, then they must report straight to the front office. They will be recorded as "late".

3:30pm Home time.

What happens if my child misses the bus home?

In the unlikely event that your child manages to miss the bus, they must tell a teacher on duty who will ensure that they ring home so that they can be picked up.



Equipment your child will need:

- notebook;
- strong, plastic 30cm ruler;
- HB pencil;
- soft rubber
- blue ink pen or Berol handwriting pen – NOT a biro or felt-tipped pen please;
- some colouring pencils;
- dry-wipe whiteboard pen (non-permanent);
- glue stick;
- basic calculator;
- pocket dictionary;
- pencil case.



Please ensure that all equipment (and clothing!) is NAMED!