



St Modwen's Catholic
Primary School

PARENT INFORMATION PACK

NURSERY

Dear parents/carers,

We consider it to be a great privilege that you have chosen our school to work in partnership with you in educating your child. The Governors and staff are committed to our Vision of 'Excellence For All Through Jesus' Love' and at St Modwen's your child will be nurtured in an environment where all children are encouraged to realise their potential. Our school encourages children to develop their personal relationship with God as they journey towards discovering their own self-worth and destiny through the values and virtues of Catholic teaching.

Our school Mission is to aim high and achieve our God given potential as socially responsible citizens, loving one another as Jesus loves us.

Our school Values are:

Faith and Catholic Life Ensure our children develop a comprehensive understanding of our Catholic Faith, in line with Gospel values, which underpin the ethos of the school. Celebrating our faith in all that we do and by our actions provide witness of God's love to the world.

Success Provide the highest quality of teaching and learning for all. Inspire our children to be passionate about learning and ensure all children experience success.

Partnership Develop an active partnership in learning with our families, the parish and the local and wider community, celebrating diversity.

Knowledge and Understanding Build on children's knowledge and understanding so that they can achieve their God given potential.

Learning Experiences Make learning challenging and enjoyable within a curriculum which is creative, broad and balanced. Where every child has the opportunity to become a thinker, leader, organiser, communicator, explorer, creator, inventor, performer and artist.

Our school Aims are:

We strive for Respect To be kind to others through our care, compassion and love.

We strive for Enthusiasm To be always ready to embrace the journey ahead with eagerness and joy.

We strive for Independence To take responsibility for our learning with resilience and perseverance, becoming lifelong learners, accepting mistakes in ourselves and in others and learning from them.


We strive for Responsibility To be stewards of God's creation and to be a voice for equality as socially responsible citizens.

Please find enclosed our Parent Information Pack, which includes:

Our School Admissions Policy and information about the school and can be found on the school website: <https://www.st-modwens.staffs.sch.uk/>

Thank you again for choosing St Modwen's and we look forward to many successful years ahead as we work together to help your child to be the very best they can.

Yours sincerely



Mrs Andrea Sherratt
Head Teacher



1. New Parents Information: Getting your child ready for Nursery

To contact school by email or telephone: If you have an urgent message, the best way to contact school is via telephone on 01283 247560. Press option 1 for the absence line and option 2 for general enquiries.

For

- **General office and attendance enquiries** please e-mail: office@st-modwens.staffs.sch.uk
- **Admission enquiries** please e-mail: admissions@st-modwens.staffs.sch.uk

Attendance: Good attendance in school is pivotal in pupils achieving their potential. Therefore, all children should be at school, on time, every day the school is open, unless the reason for the absence is due to exceptional circumstances. Parents are asked to ensure that their child is punctual for school. If a child arrives in school after the registers are closed, he/she will be marked as late. Please note poor attendance could affect your child's entitlement to the early years free funding and may result in school having to withdraw their Nursery place.

Reporting Absences: If a child is absent due to illness, parents should contact school **on the first and each day of** their child's absence from school, **before 9:30am**. This can be done by email (office@st-modwens.staffs.sch.uk), via ParentMail or by telephone (01283 247560, option 1 for the absence line). If the phone is busy, please leave an answer message and if necessary a member of staff will return your call. The reason for absence should be fully explained i.e., please give the details of the illness. School can then decide which code to enter in the register.

Request for an update of details: For the school to run effectively, communications in both directions between home and school are vital. Most weeks we will be sending out a newsletter, for those parents with email addresses this will be sent out electronically.

Data Collection Sheet: It is vital that we have your updated information about children and families on our school database, in particular regarding contact information. Any changes i.e., change of address, mobile no. etc., please let the office know as soon as possible.

Medical forms: Please let us know if your child has any new medical issues.

Drop Off and Collection: At the start and end of the school day traffic flow and pedestrian activity around the school is particularly high. We recognise there will be high volumes of traffic, although we encourage children to walk, cycle or car share to school if possible. We are committed to keeping everyone safe during drop off and collection and appreciate your co-operation with our systems. When collecting and dropping off using a vehicle, we ask that you drive, park and turn considerately, taking care not to cause obstructions and keeping an eye out for pedestrians.

Children are the responsibility of parents whilst they are in the drop off areas - before and after the school day.

Collection from class: All parents will have completed an End of Day Procedure (EODP) form for each child. This is a procedure to further ensure the safety of all children when leaving school at the end of the school day. Class teachers will only release children once an adult listed on the EODP form has been seen.

- All parents are asked to collect children from outside their classrooms, please stand to enable the class teacher to see all parents.
- Where there are two or more children in one family, parent should go to the class of their youngest child first.

Money in school: ParentMail is used for all payments.

Jewellery in school: Please be reminded that children should not wear fashion earrings or jewellery (including bracelets) for school. The current advice from health and safety service is that *the wearing of any jewellery increases the risk of injury significantly* and thus *all jewellery, **including earrings must be removed for PE and physical activities.*** Staff will not remove jewellery for children and so they must be able to do themselves in order to take part in PE lessons. No responsibility is taken by school, for looking after items of jewellery within school. The uniform policy for the school states that only a small piece of religious jewellery and a pair of stud earrings may be worn. Please support us in keeping all children safe at school.

ParentMail: Once your child has started school, you will receive a link to set up your ParentMail account for your child, or to add your child if they already have siblings in school. This is used by the school to communicate with parents/carers. Payments for trips, school meals are all accessed through this site.

PLEASE ENSURE YOUR CHILD CAN DO THE FOLLOWING BEFORE STARTING NURSERY

- Go to the toilet by themselves and be able to wipe and clean themselves
- Say 'please' and 'thank you'
- Eat with a knife and fork
- Wash and dry their hands
- Be able to put their arms in their coat
- Follow simple instructions
- Hold and use pencils, crayons and paint brushes to make marks
- Cut snips in paper then practise cutting along a line
- Recognise their name
- Take turns when playing together
- Tidy away their toys
- Count, saying number names in order to 5 then 10

If you have any concerns regarding the above, please speak to the nursery team on your visit.

2. Parental Responsibility

Schools are required by law to have a wide range of dealings with pupils' parents. Schools can find themselves caught up in disputes between a number of adults, each claiming to have parental responsibility for a particular child.

Some basic guidelines are given below. These provide general guidance but schools may want to take their own independent legal advice about any particular individual set of circumstances. The terms 'resident' and 'non-resident' parent are used to distinguish between parents who do and do not live with a child.

Definition of parent

Section 576 of the Education Act 1996 defines 'parent' as

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

Parental responsibility

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parents can acquire parental responsibility through

- being granted a residence order
- being appointed a guardian
- being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare)
- adopting a child
- (in the case of step-parents) in agreement with the child's mother (and other parent if that person also has parental responsibility for the child) or as the result of a court order.
- Where a child's parents are not married to each other, the child's father can gain parental responsibility by
- registering the child's birth jointly with the mother
- through a 'parental responsibility agreement' between him and the child's mother
- as the result of a court order.

In addition, a local authority can acquire parental responsibility if it is named in the care order for a child

Court orders and parental responsibility

Court orders under section 8 of the Children Act 1989 (often called section 8 orders) settle areas of dispute about a child's care or upbringing, and can limit an individual's parental responsibility.

General principles for schools

Everyone who is a parent, as defined above (whether they are a resident or non-resident parent) has a right to participate in decisions about a child's education and receive information about the child (even though, for day-to-day purposes, the school's main contact is likely to be a parent with whom the child lives on school days).

School and LA staff must treat all parents equally, unless there is a court order limiting an individual's exercise of parental responsibility. Individuals who have parental responsibility for, or care of, a child have the same rights as natural parents, for example

- to receive information, e.g. pupil reports
- to participate in activities, e.g. vote in elections for parent governors

- to be asked to give consent, e.g. to the child taking part in school trips
- to be informed about meetings involving the child, e.g. a governors' meeting on the child's exclusion.
- Where a parent's action, or proposed action, conflicts with the school's ability to act in the child's best interests, the school should try to resolve the problem with that parent but avoid becoming involved in conflict.

Administration

Headteachers should

- ask parents or guardians for the names and addresses of all parents when they register a pupil
- ensure that names and addresses of all parents, where known, are included in the admission register and also in pupil records and are available to the pupil's teachers
- ensure that names and addresses of all parents are forwarded to any school to which the pupil moves
- ensure that details of court orders are noted in a pupil's record
- where the address of a non-resident parent is unknown, tell the resident parent that the non-resident parent is entitled to be involved in their child's education and ask that information is passed on to them.

Obtaining consent

Where schools need parental consent to outings and activities, headteachers should seek the consent from the resident parent unless the decision is likely to have a long-term and significant impact on the child or the non-resident parent has requested to be asked for consent in all such cases.

In cases where the school considers it necessary to seek consent from both parents, it is possible that one gives consent and the other withholds it. When this happens it is best to assume that parental consent has not been given. Such an approach safeguards the position of the school, ensuring that it is not exposed to any potential civil liability if, for example, the child is injured while on the school trip.

Changing a surname

A change of surname is a private law matter and should be resolved between parents. Where the parents have divorced, schools should ensure that the surname by which a child is known should not be changed without written evidence (independent of the parent seeking to make the change), that consent has been given by the 'other parent' or by anyone else who has parental responsibility for the child. However, there may be circumstances where a name change has already been effected by the school and therefore it would not be in the best interests of the child who might be known by a new name to refer back to a different name. Ultimately it is a matter of policy for the school to decide but the best interests of the child must be the paramount consideration when making a decision.

3. Privacy Notice please reference school website: Policies - Privacy notices [St Modwen's Catholic Primary School - Policies and Documents](#)

4. School Uniform information sheet



Our school uniform is supplied by:

- My Uniform, 82 Wellington Street, Burton-on-Trent, DE14 2DS. Telephone 01283 619224
- Online Clothing Solutions www.schoolwearuk.co.uk

Boys	Girls
<ul style="list-style-type: none">• compulsory – red jumper or cardigan (preferably with school badge)• white collared shirt – <i>not polo shirt</i>• school tie• black/grey jogging bottoms• grey shorts – optional for summer• black, white, red, or grey socks• school book bag• black school shoes with low heel (with laces or Velcro strap or buckle strap – <i>no open toed sandals</i>)	<ul style="list-style-type: none">• compulsory - red jumper or cardigan (preferably with school badge)• white collared shirt – <i>not polo shirt</i>• school tie• black/grey jogging bottoms, skirt or pinafore• red and white gingham dress (optional for summer)• white, red or grey socks or tights• school book bag• black school shoes with low heel (with laces or Velcro strap or buckle strap) – <i>no open toed sandals</i>

Outdoor Clothing
<ul style="list-style-type: none">• Waterproof coat and/or Puddle suit• Wellies
Safety
<ul style="list-style-type: none">• long hair must be tied back at all times• No earrings to be worn in Nursery

5. Term Dates 2025 -26



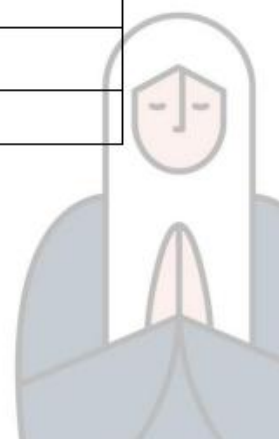
Head Teacher: Mrs A Sherratt

Tutbury Road, Burton Upon Trent, DE13 0AJ

Tel: 01283 247560 Email: office@st-modwens.staffs.sch.uk

www.st-modwens.staffs.sch.uk

Autumn Term 2025	
Inset Day:	Monday 1 September
Term Starts:	Tuesday 2 September
Holiday:	Monday 27 October - Friday 31 October
Term Ends:	Friday 19 December
Holiday:	Monday 22 December - Friday 2 January
Spring Term 2026	
Inset Day:	Monday 5 January
Term Starts:	Tuesday 6 January
Holiday:	Monday 16 February - Friday 20 February
Inset Day:	Monday 23 February
Term Ends:	Friday 27 March
Holiday:	Monday 30 March - Friday 10 April
Easter Sunday:	Sunday 5 April
Summer Term 2026	
Inset Day:	Monday 13 April
Term Starts:	Tuesday 14 April
May Day Bank Holiday:	Monday 4 May (School Closed)
Holiday:	Monday 25 May - Friday 29 May
Term Ends:	Friday 17 July
Inset Day:	Monday 20 July



6. Milk Information Letter



01443 742112
info@milk4life.com
@milk4lifelt
www.milk4life.com

13th May 2025

Dear Parent,

Please find below guidance on ordering school milk for your child. The price for the milk will be £25.55 for the Autumn term 2025 or £12.78 for the Autumn 2025 half term. (This is subject to change).

Please visit our website www.milk4life.com

- You will need to click on the 'order milk' tab, register with us, add your child/children on the 'children' tab. (Please check your spam folder should you not receive your confirmation email).

OVER 5 CHILDREN

- Click on the 'payments' tab and you will then be able to select as many terms or half terms as you wish to pay for.

UNDER 5 CHILDREN

- Please input their date of birth and the system will allow to order without paying for the milk. **PLEASE NOTE THAT THIS WILL NEED TO BE PAID FOR FROM THE MONDAY OF THE WEEK OF THEIR 5TH BIRTHDAY.** You will receive a reminder email for this - it will need to be ordered by the Tuesday the week before the free milk expires.

FREE SCHOOL MEALS CHILDREN

- If your child receives free milk under the FSM scheme then please contact the school, you do not need to register online.

PLEASE DO NOT ORDER UNTIL AFTER 24.07.25

Please place your orders for September 2025 by -

Cut-off date - MONDAY 25th August – 1pm

If you need anything further, please contact Sarah at sarah.gore@milk4life.com or 01443 742112.

Yours sincerely

B. A. Griffiths

Registered Office: 51A Margaret Street, Abercynon, CF45 4RB

Registered No. 8354385