

**St Modwen's Catholic  
Primary School**

**PARENT  
INFORMATION  
PACK**

**Reception – Year 6**

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:**

1. New Parents Information
2. Attendance & Punctuality
3. Parental Responsibility
4. Parents/Carers car park safety rules and use of car park
5. School Uniform information sheet
6. Milk for Life
7. Pupil Data and Common to All Privacy Notices
8. Term Dates 2025/26

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  
BEd Hons, NPQEL  
Head Teacher

## **1. New Parents Information:** Information to help your child's transition into St Modwen's Catholic Primary school as smooth as possible

**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.

[office@st-modwens.staffs.sch.uk](mailto:office@st-modwens.staffs.sch.uk) for messages about attendance, admissions and general enquiries.

**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. If this is after 9.15am in the morning, this is recorded as late after registration closes.

The school day for:

- EYFS (Reception) is from 8.55am till 3.20pm with lunch from 11.45am- 13:00pm
- Year 1 and Year 2 is from 8.55am till 3.20pm with lunch from 12.15pm – 13.15pm
- Years 3 - 6 is from 8.55am till 3.30pm with lunch from 12.15pm – 13.15pm

**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 9:00am**. This can be done by email ([office@st-modwens.staffs.sch.uk](mailto: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.

**School Monitoring of Attendance and Punctuality:** School employs an Attendance and Admissions Officer to support the schools' stringent procedures for monitoring attendance and persistent absenteeism, as per Working together to improve attendance DfE guidance issued August 2024. School uses AStar to track and monitor school attendance.

**Penalty notices:** As a school we are obliged to inform you that you may be subject to a Penalty Notice if your child's absence from school is unauthorised. This is in line with Staffordshire County Councils Code of Conduct.

Failure to pay the Penalty Notice could result in the Local Authority starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school.

**Request for an update of details:** For the school to run effectively, communications in both directions between home and school are vital. School publishes a weekly newsletter, for those parents with email addresses this will be sent out electronically via ParentMail.

**Data Collection (Arbor):** 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 Needs and information:** 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. You will be able to update this list and other information about your child on Arbor (our Management Information System). Children in Y5 and Y6 who usually walk home without an adult can do so, only if this is indicated on the EODP form. (Children in Year 5 with permission will be able to walk home from the Summer term onwards.) This is also required for children who walk home with older siblings.

- 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.
- Children without consent to walk home on their own must be collected by persons over the age of 16 and recorded on EODP form.

**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 and Arbor:** Once your child has started school, you will receive a link to set up your Arbor account and also 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 and for payment items, school meals, trips, etc.

**Breakfast and After-School club :** We offer a school Wraparound Care Services from JAG (Junior Adventures Group)

For further details on the club, including our times and prices, please see their website.

[www.junioadventuregroup.co.uk](http://www.junioadventuregroup.co.uk)

Bookings are on a first-come-first-served basis and subject to availability. All bookings are made via the online booking system. More information can be found on the school website.

**KS2 Dinner Money:** A reminder to parents that dinner money is £3.30 per day (Autumn Term 2025) and is payable in advance for each half term, pre-book on ParentMail. **All children in Reception, Y1 and Y2 are entitled to a school meal, free of charge, every day** and we strongly encourage all KS1 pupils to have a school lunch. If there are circumstances that prevent your child from being able to have a school lunch, please call the office to arrange a meeting with the Headteacher.

## 2. Attendance and Punctuality Guide for Parents/Carers

### Attendance

St Modwen's Catholic Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential. The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

School is supporting Staffordshire County Council **Little Heroes** campaign to focus on:

**HERE**  
**EVERY DAY**  
**READY**  
**ON TIME**



The school has established an effective system of incentives and rewards that acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality. To meet these objectives St Modwen's Catholic Primary School works with pupils, parents and appropriate agencies to provide mutual information, advice and support

#### Why is good attendance important?

Good attendance and punctuality are vital for success at school, and to establish positive life habits that are necessary for future success.

Through regular attendance, pupils can:

- Build friendships and develop social groups.
- Develop life skills.
- Engage in essential learning and other school social events.
- Achieve to their full potential.
- Minimise the risk of engaging in anti-social behaviour



## **Punctuality**

School gates close at 8.55am and arrival at school after this time, without prior approval or extenuating circumstances, will be recorded as 'late after registration closed'. Pupils arriving at school after 8.55am must enter through the main gates and report to the school office to be signed in by an adult. Pupils leaving school for any reason must report to the office before they go so that we can ensure that they are appropriately chaperoned and signed out. Registers are also taken when the children return to classes after lunch. Unexplained absences will be investigated by our school attendance lead.

### **What is expected of the pupils?**

- To respect themselves and others
- To do all they can to attend school regularly and punctually
- To inform a trusted adult if they feel that they are being bullied
- To encourage friendship and a sense of belonging
- To be happy and encourage others to feel happy

### **What is expected of the Parents?**

- To keep requests for their child to be absent to a minimum
- To offer a reason, or medical proof, for any period of absence, preferably before the absence or on the first day of absence
- To ensure that their child arrives at school on time, a reason should be offered for any lateness
- To work closely with the school to resolve any problems that may impede a child's attendance
- To take family holidays during school holiday periods and be aware that requests for holidays during term time will be refused except in emergency/exceptional circumstances.
- To be aware of curriculum requirements and be especially vigilant with regards to attendance during important academic times such as SATS
- Take an interest in your child's school work, support and recognise their successes and achievements. Make sure your child understands that you do not approve of absence from school
- Support our school in our efforts to control inappropriate behaviour
- Inform us on the first day of your child's absence, and keep us updated throughout the absence period
- Provide us with at least two emergency contacts for your child.

# Frequently asked Questions - Attendance

## What does the law say?

All children of compulsory school age – between 5-16 – must receive a suitable full-time education. As a parent, you are responsible for ensuring that this happens, either by registering your child at a school or by making appropriate alternative arrangements.

Once you have registered your child at a school, you are also legally responsible for ensuring that your child attends school regularly. If you fail to do this – even if your child misses school without you knowing – legal action can be taken against you by the Local Authority. It is a legal offence to fail to ensure your child attends school regularly.

## Can my child take a holidays during term time?

The school **will not** authorise an absence for a holiday during term time, unless in exceptional circumstances. Taking holidays during term time means that pupils miss important school time – both educationally and for other school activities. It will be difficult for children to catch up on work when they return to school. Only in **exceptional circumstances** may an absence be authorised during term time – this will be decided by the Headteacher. **Exceptional circumstances** do not involve cheaper costs, family availability or weather conditions.

## Can my child ever be absent?

When a pupil is absent from school, this will be classified as either ‘authorised’ or ‘unauthorised.’ You can be fined if you take your child on holiday during term time without permission from the Headteacher.

The Headteacher decides which absences are granted as authorised. Authorised absences are only permitted for valid reasons such as:

- Illness.
- Medical or dental appointments.
- Religious observances.
- Family bereavement.

Wherever possible, parents should always try to arrange medical and dental appointments during school holidays or after school hours. If medical needs cause a prolonged absence evidence is required to support this and a medical care plan put in place. Learning will be sent home in such circumstances.

## What are unauthorised absences?

Unauthorised absences are those which the school does not approve. **Unauthorised absences** reasons can include:

- Forgetting school term dates.
- Oversleeping.
- Absences which have not been explained.
- Leaving school for no reason during the day.
- Keeping pupils off school unnecessarily or without explanation.
- Day trips or family outings.
- Problems with uniform/clothing.
- Car breaking down
- Birthdays and holidays.
- Parental illness unless in exceptional circumstances.

### 3. 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.

## 4. Parent/carer car park safety rules and use of car park



### PARENT/CARER CAR PARK SAFETY RULES

In order to ensure the safety of all pupils, parents/carers, visitors and staff, as well as preventing a build-up of traffic, please adhere to the following rules at all times:

The gates into school open at 8.40am and close at 8.55am daily. Late arrivals must be signed in by their parent/carer at the School Reception. Nursery closes at 3.00pm, Reception, Years 1 and 2 collection is at 3.20pm and Years 3, 4, 5 and 6 collection is at 3.30pm.

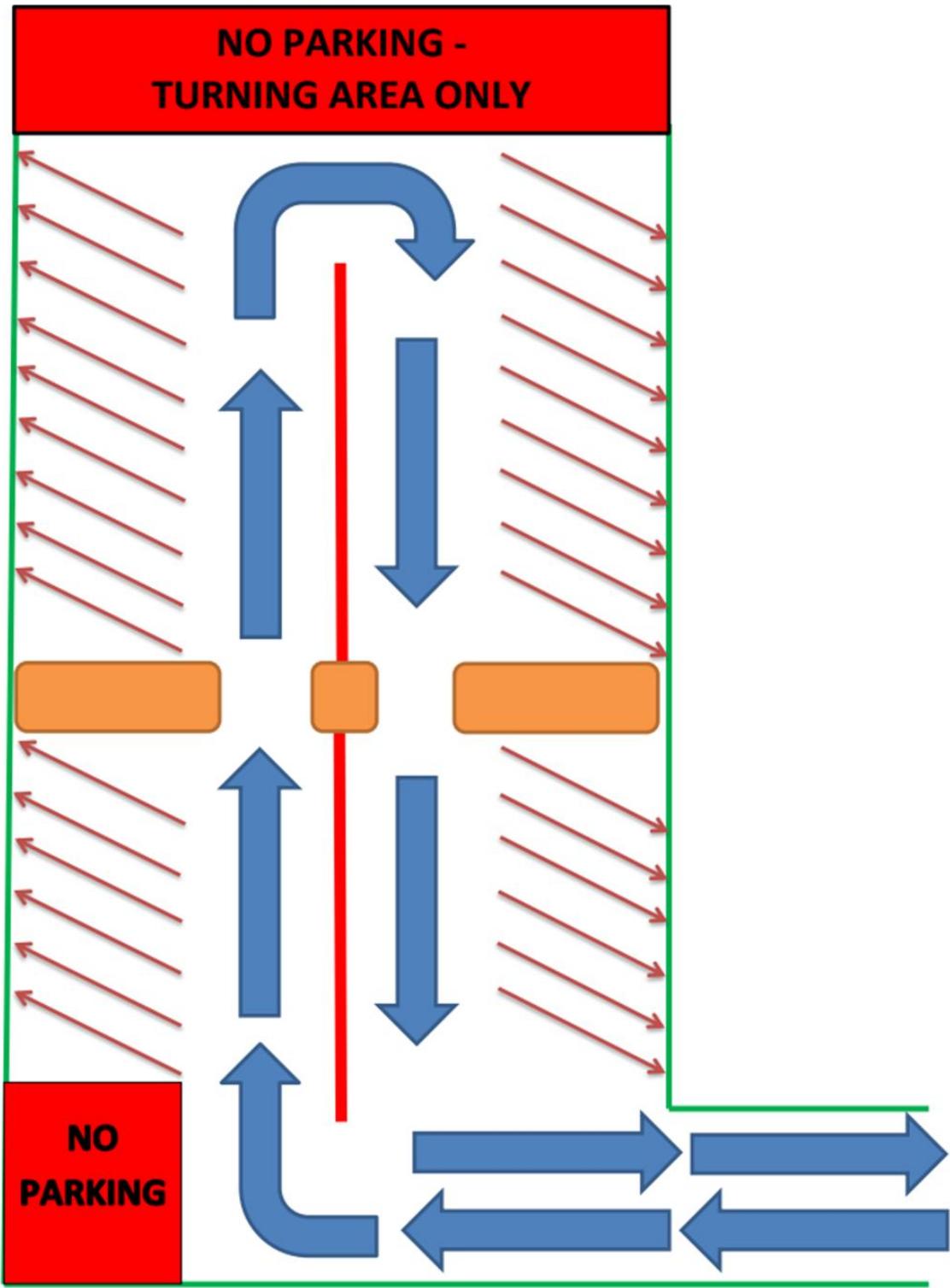
- ✓ **Mornings** - if you need to arrive before 8.40am, please book your child(ren) into Breakfast Club with Junior Adventure Group.
- Afternoons** - The main automated gates are set to open at 2.50pm for Nursery collections only. Parents/carers collecting Reception, Years 1 and 2 children should arrive from 3.10pm and parents/carers collection Years 3, 4, 5 and 6 children should arrive from 3.20pm.
- ✗ **DO NOT** park or queue along the access road, in front of the main gates, near the service bay, near the pedestrian crossings, in the bus stop, or along Tutbury Road.
- ✗ **DO NOT** park in the Disabled Bays unless you are a Blue Badge or School Permit holder.
- ✗ **DO NOT** park behind or block in cars which are parked in the Visitor/Blue Badge holder spaces.
- ✓ Please be considerate towards our neighbours and local community.
- ✓ Enter the parent/carer car park using the left-hand lane **ONLY** - the right-hand lane is for exiting the car park **ONLY**.
- ✓ Follow the one-way system around the car park and drive **FORWARD** into the first available parking space.
- ✓ Drive forward into space – **DO NOT** reverse into space.
- ✗ **DO NOT** bring dogs onto the school site.
- ✗ **DO NOT** park in the designated turning area (as designated by barriers/signs.)
- ✓ Please return to your car and leave the school site **PROMPTLY** after collecting your child/ren.
- ✗ **DO NOT** exceed the 5mph speed limit.
- ✓ Ensure all children are in correct seats and wearing suitable restraints at all times.
- ✗ **DO NOT** use mobile 'phones while driving.
- ✗ **DO NOT STOP** anywhere along the one-way system to let children out - you **must** drive into a space.
- ✓ Please use the raised crossing points and the path around the edge of the car park at all times - **DO NOT CROSS AT ANY OTHER POINT**.
- ✓ Please be courteous to pedestrians and other drivers - allow cars to reverse out of spaces and into the flow of one-way traffic.

**CHILDREN CROSSING**

## Parent/Carer Car Park – St Modwen's Catholic Primary School

For the safety of our children, please:

- follow the one-way system at all times
- drive **forward** into parking space – **DO NOT REVERSE** into space



## 5. 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](http://www.schoolwearuk.co.uk)



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

### PE Kit

- red polo shirt (school badge preferred)
- black shorts
- black plimsolls/pumps essential for indoor PE

**When children in Y1-Y6 are timetabled for outdoor PE in cold weather, they should bring:**

- trainers (children will not be allowed out in their plimsolls)
- plain sports tracksuit bottoms and tracksuit top or sweatshirt, in school colours (black, grey or red)

**For children in KS1, please put a spare pair of pants and socks in your child's pump bag in case of little accidents.**

### Safety

- long hair must be tied back at all times
- stud earrings only and these must be removed for PE

## 6. Milk 4 Life



01443 742112  
info@milk4life.com  
@milk4lifeltd  
www.milk4life.com

13<sup>th</sup> 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](http://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 25<sup>th</sup> August – 1pm

If you need anything further, please contact Sarah at [sarah.gore@milk4life.com](mailto:sarah.gore@milk4life.com) or 01443 742112.

Yours sincerely

*B. A. Griffiths*



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

## 8. 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](mailto:office@st-modwens.staffs.sch.uk)  
[www.st-modwens.staffs.sch.uk](http://www.st-modwens.staffs.sch.uk)

### Autumn Term 2025

<b>Inset Day:</b>	Monday 1 September
<b>Term Starts:</b>	Tuesday 2 September
<b>Holiday:</b>	Monday 27 October - Friday 31 October
<b>Term Ends:</b>	Friday 19 December
<b>Holiday:</b>	Monday 22 December - Friday 2 January

### Spring Term 2026

<b>Inset Day:</b>	Monday 5 January
<b>Term Starts:</b>	Tuesday 6 January
<b>Holiday:</b>	Monday 16 February - Friday 20 February
<b>Inset Day:</b>	Monday 23 February
<b>Term Ends:</b>	Friday 27 March
<b>Holiday:</b>	Monday 30 March - Friday 10 April
<b>Easter Sunday:</b>	Sunday 5 April

### Summer Term 2026

<b>Inset Day:</b>	Monday 13 April
<b>Term Starts:</b>	Tuesday 14 April
<b>May Day Bank Holiday:</b>	Monday 4 May (School Closed)
<b>Holiday:</b>	Monday 25 May - Friday 29 May
<b>Term Ends:</b>	Friday 17 July
<b>Inset Day:</b>	Monday 20 July

