



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.

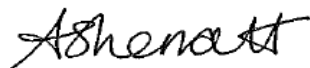
We strive for Responsibility - To be stewards of God's creation and to be a voice for equality as socially responsible citizens.

Please find enclosed our Parent Information Pack.

Our School Admissions Policy and information about the school 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: 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 that 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 Arbor or by telephone (01283 247560, option 1 for the absence line). Please leave a message, giving your child's name, registration class and the reason for absence. If the reason is illness, please give full details of the illness. School can then decide which code to enter in the register.

Communications: For the school to run effectively, communications in both directions between home and school are vital. Please ensure that we have the correct email addresses and telephone numbers for parents and guardians. Most weeks we publish a newsletter, which is available on the school website. [St Modwen's Catholic Primary School Parent Portal - Newsletters](#)

Data Collection: It is vital that we have your updated information about children and families on our school database, in particular regarding emergency contact information. Any changes i.e., change of address, telephone number, etc., can be made directly on your child's profile on Arbor.

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. Please see Safety Rules on page 19.

Collection from Class: All parents will have added all those guardians who are authorised to collect their child to their Arbor profile. This procedure further ensures the safety of all children when leaving school at the end of the school day. Class teachers will only release children to an adult who is listed as authorised to collect.

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

Money in School: Iris PlusPay is used for School Meal payments and Arbor is used for all other 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, therefore they must be able to do so 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.

Arbor: Once your child has started school, you will receive a link to set up your Arbor 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 to take payments for trips and other items.

Iris PlusPay: School meals accounts must be topped up using Iris PlusPay. You will receive an email to register once your child has been enrolled into St Modwen's.

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. Attendance and Punctuality Guide for Parents/Carers

Attendance and punctuality

St Modwen's Catholic Primary School seeks to ensure that all its pupils receive early learning opportunities 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.

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

Nursery hours are:

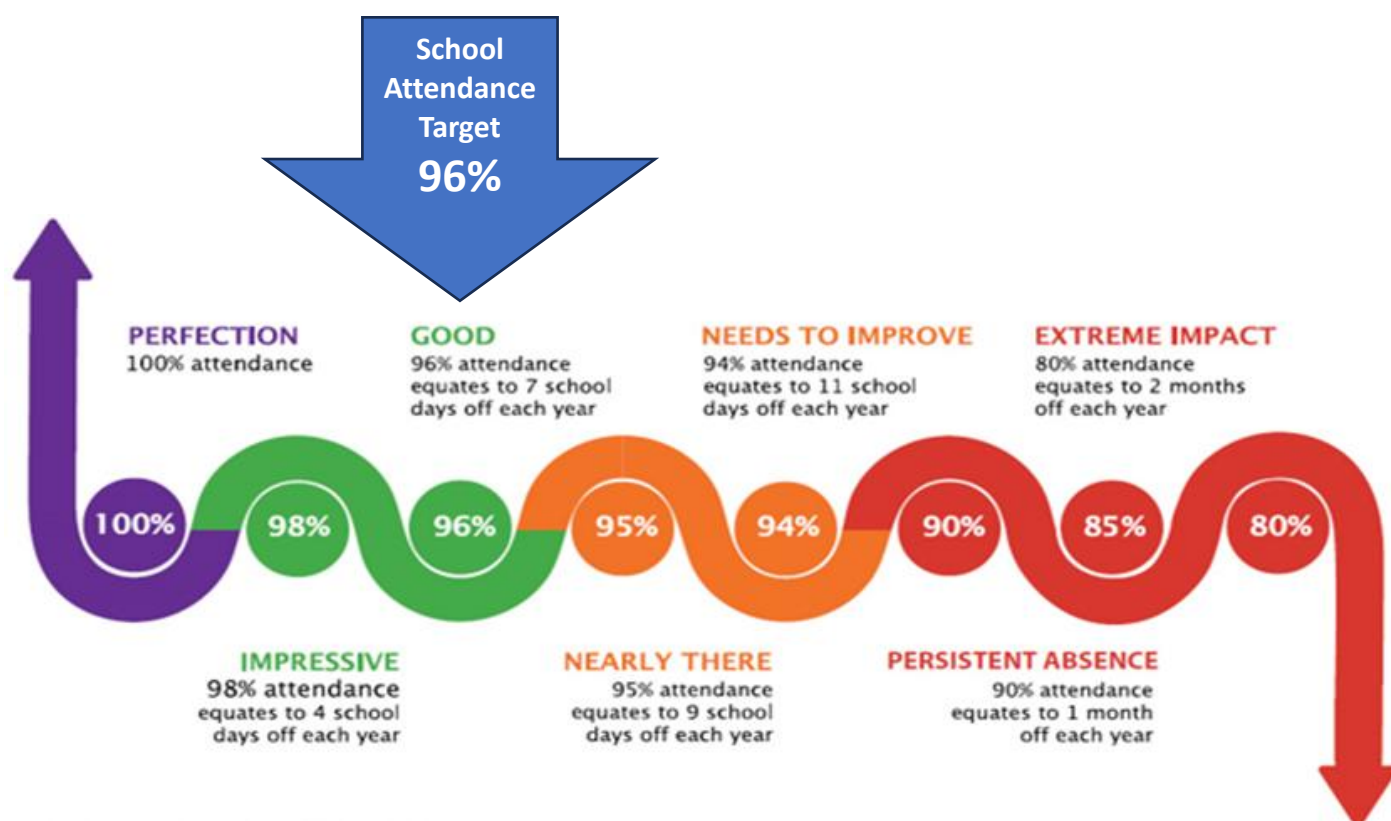
- **30 Hours** – start at 9:00am and collection is 3:00pm
- **15 Hours morning place** – 9:00am and collection is 12:00pm
- **15 Hours afternoon place** – 12:00pm and collection is 3:00pm

Why is good attendance and punctuality 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

Pupils arriving at school after 9:00am 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 be signed out at the school office by their parent/carer. 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.

**Good time keeping at St Modwen's
Catholic Primary means...
being in school on-time, every day, ready**



DID YOU KNOW? If you are 15 minutes late each day you will have missed 2 full weeks of school in one year?

Frequently asked Questions – Attendance and Punctuality

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 holiday 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 Head Teacher. **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 Head Teacher.

The Head Teacher 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 absence** reasons can include:

- Forgetting school term date
- Oversleeping
- Absences which have not been explained
- Arriving at school after the register has closed
- 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
- Birthdays and holidays
- Parental illness unless in exceptional circumstances.

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



Boys	Girls
• 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>	• 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
• Waterproof coat and/or Puddle suit • Wellies
Safety
• Long hair must be tied back at all times • No earrings to be worn in Nursery

6. Term Dates 2026/27

Autumn Term 2026	
Inset Day:	Tuesday 1 September
Term Starts:	Wednesday 2 September
Inset Day:	Friday 23 rd October
Holiday:	Monday 26 October - Friday 30 October
Inset Day:	Monday 2 nd November
Term Ends:	Friday 18 December
Holiday:	Monday 21 December - Friday 1 January
Spring Term 2027	
Inset Day:	Monday 4 January
Term Starts:	Tuesday 5 th January
Holiday:	Monday 15 February - Friday 19 February
Term Ends:	Thursday 25 March
Holiday:	Monday 29 March - Friday 9 April
Easter Sunday:	Sunday 28 March
Summer Term 2027	
Inset Day:	Monday 12 April
Term Starts:	Tuesday 13 April
May Day Bank Holiday:	Monday 3 May (School Closed)
Holiday:	Monday 31 May - Friday 4 June
Term Ends:	Wednesday 21 July
Holiday:	Thursday 22 July – Wednesday 1 September

7. Milk Information Letter



01443 742112
info@milk4life.com
@milk4lifelttd
www.milk4life.com

18.06.26

Dear Parent

If you wish to order milk from September 2026, please find below a guide on how to do this. The price for this daily is 0.35P (subject to change)
The first half term will be £13.30 second half term will be £12.25
Full term will be £25.55

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 can then select as many terms or half terms as you wish to pay.

UNDER 5 CHILDREN

- Please input their date of birth and the system will take the order without paying for the milk. **PLEASE NOTE THAT THIS WILL NEED TO BE PAID FOR FROM MONDAY OF THE WEEK OF THEIR 5TH BIRTHDAY.** You will need to order the milk by Monday 1pm 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 ensure you enter the correct class/year that your child is in and you need to enter your child's new class if they have moved up.

The deadline for the milk order is Monday 24th AUGUST at 1pm. After this time, the system will stop receiving orders for TUESDAY 01ST SEPTEMBER and you will not be able to get milk for that week. Therefore, please make sure you order by this date and time. The system works by ordering before Monday 1pm which would then ensure your child has milk for the following Monday onwards (i.e. a week later). If you miss the Monday deadline, then your child's milk won't be added for a week after the oncoming Monday.

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

Kind regards

Sarah Gore
Milk4Life Ltd.

Office address – 53A Margaret Street, Abercynon, RCT, CF45 4RB

8. Free School Meal Eligibility and Registration Form

Date: 8 June 2026

Dear Parent/Guardian,

We want to make sure that we are providing your child with the best education and support we can. Healthy school food can help pupils establish healthy habits for life and help to improve pupils' readiness to learn.

You may be entitled to receive free school meals if you are in receipt of certain benefits or support. You could also raise additional pupil premium funding for school to fund support like extra tuition, additional teaching staff or after school activities. The information collected in this form will allow us to make this assessment.

You only need to complete this form once. Subsequent rechecks of your eligibility will be carried out annually to assess whether you continue to be eligible for free school meals. Should you move your child to a new school, your child's new school may proactively assess whether you continue to be eligible for free school meals. You should contact school or local authority if you have a change in financial circumstances.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.

What to do

To see if your children can get free school meals (FSM), please fill in all sections of this form and return it to school (office@st-modwens.staffs.sch.uk) or follow the link to complete the on-line eligibility check <https://apply.cloudforedu.org.uk/>

If there is any information you cannot find, or you are having problems understanding, contact school for help by emailing: office@st-modwens.staffs.sch.uk

Important

If you have multiple children attending different schools, you will need to complete a separate form for each school.

Please download and print separate copies to complete or contact each school.

Your details

Enter the details of the parent or guardian who is applying for free school meals.

First name

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Last name

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Date of birth (DD/MM/YYYY)

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National insurance number (if you have one)

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Asylum support reference number (previously NASS reference number)

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Contact phone number (this can be a mobile number)

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Contact email (We'll use your email to address to confirm your application or for more information)

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Children and school details

Include all children that will be attending this school. Print extra sheets if you need them.

Child 1								
First name								
Last name								
Date of birth (DD/MM/YYYY)								
Include details of child's previous school (optional)								
School name								
School postcode								

Child 2								
First name								
Last name								
Date of birth (DD/MM/YYYY)								
Include details of child's previous school (optional)								
School name								
School postcode								

Additional children

Print extra sheets if you need them.

Child								
First name								
Last name								
Date of birth (DD/MM/YYYY)								
Include details of child's previous school (optional)								
School name								
School postcode								

Child								
First name								
Last name								
Date of birth (DD/MM/YYYY)								
Include details of child's previous school (optional)								
School name								
School postcode								

Child								
First name								
Last name								
Date of birth (DD/MM/YYYY)								
Include details of child's previous school (optional)								
School name								
School postcode								

Declaration

By signing below, I confirm that:

I allow the use of the data in this form for the purpose of checking whether my children are entitled to free school meals.

I allow the sharing of the above data with the schools my children attend and its local authority, for the purpose of providing free school meals if entitlement is confirmed.

This includes re-applying for free school meals in future.

Signature

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Date (DD/MM/YYYY)

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Important

Once completed, please give this form back to your children's school.

9. Drop Off and Collection



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.

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

