



The School Day

- We open our classroom doors at **8:45am** to welcome children in until 8.50am
- Playground gates are locked at 8.50am
- It is really important that children arrive in time for school. Class registers are taken at 8.50am.
- Children arriving later than 8:50am will need to be signed in at the office.
- If children arrive after 8.50am they are marked as absent on the register by their class teacher. This will then cancel their lunch order. Children arriving late should be signed in at the school office, where their lunch can be reordered.
- The school day finishes at **3pm**.



Attendance

- If your child is absent from school, you must inform school of the reason before 9am on each day of absence.
- Call 0121 552 1885. You can leave a message at any time or speak to someone in the office from 8am.
- If you have not reported the absence then you will receive a 'First day' call to find out why your child is not in school or a home visit may be completed if we cannot speak to a parent.
- If your child is off for 3 days, we will complete a home visit as this supports your child when they are well enough to come back to school.
- If you intend to take your child out of school during term time, you need to fill in a Leave of Absence request form (at least 10 days before the absence). These forms are available from the school office.
- Leave of Absence will only be authorised if it is for exceptional circumstances, and is significant, rare, unavoidable and short.
- Attendance is closely monitored by school and you will be informed if your child's attendance is causing concern. This will be on an individual case basis looking at patterns of absence and children who are at risk of becoming Persistently Absent, missing 19 days or more over a school year.
- We have an allocated School Attendance Officer from the Sandwell School Attendance Team, who will work with school to monitor and support families to improve school attendance.
- Our school attendance policy is available on the website.
- Our school Attendance Officer is Mrs Taylor, and Mrs Bayliss also leads on Attendance.

Attendance Matters - Every Day Counts!



Attend



Belong



Achieve

Hot Dinners - Relish

- You are able to order hot and cold food.
- All children under the age of 7 are entitled to a free school meal.
- Parents will order all food for children on this system, including mains, sides and pudding.
- Please ensure you keep school informed of any allergies or dietary requirements your child may have.
- Dietary needs and allergies are linked to the system.
- You need to pre-order children's meals in advance; meals cannot be ordered on the day.
- If children are not in the classroom for the register in the morning, they are marked as absent. This means their meal order is cancelled to prevent food wastage, but it will be reordered when you sign them in at the school office.
- Children may order a school dinner and also bring a packed lunch so they have a variety of food available to choose from at lunchtime.
- Some children enjoy having both a school dinner and additional snacks from home.
- Children will have a knife and fork to eat their dinner with.
- Further information about Relish and meal ordering will be shared in September.



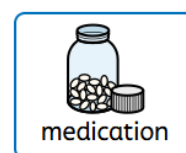
GDPR

- Data protection came into force in May 2018. The school's privacy policy is available on the website.
- Parents have to give consent for school to use photographs and videos of children, if changes need to be made to these please speak to your class teacher.
- During class assemblies and special occasions such as the class productions, parents will be allowed to video and take photographs (unless a parent has not consented to this or there is a safeguarding reason for a particular child whereby videoing and photographs will not be allowed).
- Parents are reminded that the videos/photographs are for their own personal use and are not to be uploaded on social media if other children are in the background.



Medication

- If your child needs medication in school, a 'request for school to administer medication' form will need to be completed. These are available at the main office or they are on our website.
- Without the specific details of medication, dosage, time to administer medicine, etc, the medicine will NOT be administered.



- When medicine is administered, the class teacher will ask you, at the end of the day to sign the form.
- This applies to medicine such as inhalers, antibiotics, allergy medicines, etc
- Non-prescribed medications, such as Calpol, can be administered in school for up to 48 hours.

Parent Pay

- We use a system called 'Parent Pay' which will enable you to pay for trips, sports clubs after school etc online or at local shops who have Pay Point.
- All families will need to have Parent Pay set up.
- You should already be set up with Parent Pay, but if not see the office for details.



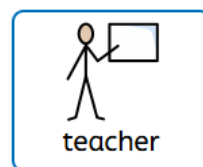
School Website



- Please take a look at our school website for a wealth of information and updates regarding our school.
- Each subject has a subject page where you can find out what your child is learning in school.
- There is also a virtual library on there where children can listen and watch their favourite stories being read.
- www.moatfarm-inf.sandwell.sch.uk

Tell the teacher...

- Administering medicines - forms must be completed before we can do this.
- If someone different is collecting your child.
- Phone the school if you are running late at the end of the day.
- Messages can be given at the door, when the children come in but these must be brief!
- Teachers are available after school most days if you need a little longer to talk to them. If you would rather speak to a teacher over the phone then you can call the school office on 0121 5521885 to arrange a time with the class teacher.
- You can also send an email to the headteacher on deborah.walker@mfi.school or to the head of school on jayne.bayliss@mfi.school with your query.
- If there is a change in circumstance at home and it may affect your child's behaviour or wellbeing in school e.g. family bereavement, relationship breakdown, house move.



Pupil Premium Funding

- Children in receipt of Pupil Premium have been receiving food vouchers during the school holidays from Sandwell Council. If you think you may be entitled to this funding then please speak to the school office or look on the Sandwell website - <https://my.sandwell.gov.uk/MyServices> to register your child.
- School also receives additional funding to support interventions in school for children in receipt of Pupil Premium Funding.
- You can collect a Free School Meals form from the school office.
- You can apply for this at any point during the year if your personal circumstances have changed at home, for example you are no longer working or your household income changes.

School Fund

- The school fund is vital in helping to provide services and equipment not supplied by central government.
- This is used to purchase ingredients, games equipment, gardening equipment including seeds for planting.
- We ask for a voluntary donation to school fund which can make a real difference!
- It can be paid weekly, termly or as a lump sum –
- £1 every week, pay 1/3 (£10) at the beginning of each term (Sept, Jan, April) or pay a lump sum of £30 in September.
- Anyone unable to make this payment is welcome to make a smaller contribution.
- This can be paid by parent pay or on the door to staff.



Reminders....

- School uniform – write your child's name on everything
- School bag – name on it (available at school office)
- drink bottles – name on it, available at school office
- Lunch box/bag – name on it
- Coat – name on it
- Ensure your child remains with you when you enter the school site.
- Please do not let your children play with any of the school equipment on site before or after school
- Children should not ride bikes or scooters on site. There should be no adult scooters or bikes on site
- Dogs are not allowed on site
- We are a no smoking & vaping site



Dates for your diary – 2026-2027

School training days

Monday 2nd November

Friday 4th December

Monday 17th May

Monday 7th June

Autumn term 2026

- *Term starts: Tuesday 1 September 2026*
- *Half-term holiday: Monday 26 October to Friday 30 October 2026*
- *Term ends: Friday 18 December 2026*
- *Christmas holiday: Monday 21 December 2026 to Friday 1 January 2027*

Spring term 2027

- *Term starts: Monday 4 January 2027*
- *Half-term holiday: Monday 15 February to Friday 19 February 2027*
- *Term ends: Thursday 25 March 2027*
- *Easter Holiday: Friday 26 March to Friday 9 April 2027*

Summer term 2027

- *Term starts: Monday 12 April 2027*
- *Half-term holiday: Monday 31 May to Friday 4 June 2027*
- *Term ends: Wednesday 21 July 2027*
- *Summer holiday starts: Thursday 22 July 2027*

Don't forget to keep checking our website and our Instagram page for updates.