



Important Information for all Parents/Carers at Marleigh Primary Academy 2024-25

We welcome you and your child to Marleigh Primary Academy, part of Anglian Learning Trust. We are sure that you and your child will enjoy being part of our school community.

Start of the Day The school gates open at 8.40am with school starting at 8.45am. When pupils arrive in the morning, they should enter school via the far gate nearest the Park and Ride and go straight into class where they will be met by their teacher.

What happens if my child is late? The school gate is locked at 8:50am. If you arrive after this time, please go to the front office where your child will be marked as late in the register and taken to class.

Absence through illness If your child is going to be late into school or is absent through illness or medical appointments, the school office needs to be informed before 9.30am on that day by email or a telephone call. If no explanation for absence is given, the school office will make contact with parents/guardians to establish a reason for absence. For cases of diarrhoea and vomiting, 48 hours absence must be observed after the last episode of D&V.

Infectious illness If your child has an infectious illness, please let the school know as soon as it is diagnosed. There are recommended guidelines from County and the NHS that school has to follow if a child has an infectious illness.

End of School Day Our school day ends at 3.15pm and children should be picked up from outside the Reception classroom.

If your child is going home with someone other than yourself/usual person collecting them, please let the school office know, and if this is the case we will ask for a password. We also ask that anyone bringing a dog should leave them outside the school premises.

Parking Unfortunately, we do not have facilities for parent parking.

Breakfast & after-school club Our breakfast club operates Monday to Friday, 8am to 8.45am during normal school term-time and is run by our own staff. The cost is £4.50 per session. Please get in touch via enquiries@marleighprimary.org if you would like to book a place/places in our breakfast club.

After school wraparound club is run by Premier Education for Reception to Year 6, costs are as follows:

Half session: 3:15pm – 4:40pm £9.00

Full Session: 3:15 – 6pm £13.00

These sessions can be booked online and you can find further information on our school website.

Uniform We use a company called “Price & Buckland” to provide our school uniform, and they operate an on-line ordering system. Just type this link in to your web browser www.pbuniform-online.co.uk/marleigh and the webpage displays all uniform you can purchase either through using credit or debit cards. “Price & Buckland” offer a wide range of uniform which can be viewed on-line.

At Marleigh Primary Academy we expect all our children to wear school uniform and to be equipped with the appropriate kit for PE in order to promote a sense of unity and cohesion amongst pupils. We strongly recommend that **all** clothing is named. The uniform suggested is as follows:

Grey or black skirt/pinafore dress/shorts/trousers or purple and white gingham dress, a white or purple polo shirt, or blouse/shirt, purple sweatshirt or cardigan with/without logo on and purple, white, grey or black socks or tights.

All long hair should be tied back.

Children should not wear jewellery other than small earring studs in pierced ears (these need to be removed before PE lessons).

No make up or nail varnish should be worn.

Footwear: Flat black shoes without logos (no platform soles, trainers or high heels). We also ask pupils in Reception to bring a pair of wellington boots that they leave in school.

PE Kit: Black shorts, white T-shirt (different to the one worn daily as part of their uniform), trainers or plimsolls and black jogging bottoms or leggings. On PE days, pupils should come to school in their PE kits. PE days will be communicated with parents/carers at the beginning of September.

You can also purchase uniform from other providers without the school logo, but this should still be in the same uniform style.

Communication We try to keep parents, carers and pupils informed and up to date with all that is going on by issuing our fortnightly Marleigh News. We send out all letters and correspondence electronically to the email addresses supplied to us on the admission application form. We also have our website www.marleighprimary.org , Twitter feed @MarleighPA, Facebook page Marleigh Primary Academy and Instagram @marleighpa where you will find our school news.

Mid-morning snacks The Early Years and KS1 pupils are provided with a mid-morning healthy snack through the Government initiative. It is usually an apple, orange, carrot, tomato or banana. If your child would prefer to bring in a healthy snack from home that is also fine.

“Cool Milk” scheme Every child under the age of 5 is entitled to a free 189ml portion of milk each day. “Cool Milk” is the approved school milk supplier, working in partnership with the local authority. Milk can be ordered for pupils over the age of 5 but there is a charge for this. You can register for milk for your child online by visiting www.coolmilk.com . If you have any questions please contact Cool Milk directly on 0844 854 2913.

Online payment system The school has an online payment system which parents should use to pay for trips, clubs and other school activities. We hope you find paying this way much more convenient and from the schools perspective it saves us time and reduces the chance of money being lost or stolen. We use a system called My Child At School (MCAS) which is very easy to use and you can make online payments 24 hours a day, 7 days a week safely.

Getting started with MCAS online payments You will be sent an invitation code to activate your child’s MCAS account, which will be sent to you once your child has started at the school in September.

1. Click on the link and follow the simple online instructions to activate your account.
2. You will receive a confirmation email, once you have clicked the link in the email, you will then be able to make payments for school items straight away.

Lunches School lunches are available and free for pupils in Reception up to the end of year 2. Menus are circulated each term. Lunches must be booked in advance using the Innovate online ordering system. If you prefer to send in a packed lunch, you may do so, but we request no fizzy drinks or glass bottles and **no nuts or nut products**. Please remember that we are not obliged to provide school meals for those who have not booked in advance. Register on Innovate portal [here](#)

Universal Infant Free School Meals (UIFSM) All Reception, Year 1 and Year 2 pupils in state-funded schools in England are eligible for free school meals.

Free School Meal Entitlement (FSM) If you are in receipt of certain benefits, you may be entitled to Free School Meals for your child for their entire time at Marleigh. You will need to apply online, which is quick and easy, at www.cambridgeshire.gov.uk/freeschoolmeals. No proof of entitlement is needed. On receipt of the online application Cambridgeshire County Council will check for entitlement through a secure electronic checking system. All you need initially is the claimant’s name, NI number, the pupil’s details and details of their school. Please contact the school office if you have any problems or do not have online access. **It is important, however, for anyone with a Reception, Yr 1 or Yr 2 pupil who is eligible for Free School Meals and who are now entitled to the Government funded meal, to still register for Free School Meals anyway, as this will mean the school will benefit from extra funding per child from the Government.**

Adopted Children/Pupil Premium Funding is also available to schools for adopted or children in care.

Holidays A child’s absence during term time disrupts continuity of learning. Not only does the child miss the teaching provided on these days whilst they are absent, but they are also less well prepared for subsequent lessons which build on prior learning. If you need to take your child out of school for any reason you need

to get an absence application form from the school office to apply for leave. The Executive Headteacher will consider the application and, depending on the stated reason, will either authorise the leave request or not.

Private Property Personal and private property, e.g. toys, games, cards etc. should not be brought into school. We cannot take responsibility for any personal property should it be lost or damaged at school.

Medication/medical conditions If your child has a specific medical condition requirement, please do let the school know in advance and include the details on the Admission Form. If your child is asthmatic please arrange to have an inhaler left in school at all times.

In accordance with County Council guidelines, our staff are not allowed to administer medicine, except in extreme exceptional circumstances. If your child is on antibiotics you, or an adult designated by you, can come in at break time or lunch time to administer the medicine. However, if the dosage is 3 times a day we suggest you give one dose just before the child comes to school, another as they get home, and the third later in the evening. If the dosage is 4 times a day, then we will require you to complete a medical administer form, which are held in the school office. The school can only administer prescribed medicine from the doctor which has the child's details on.

Computer Data – Personal Information You will be requested to complete a pupil data form (Admission Form). Please can you complete the form and return it to school as soon as possible. The forms are extremely important as they provide us with parent/guardian contact numbers, medical information etc. We also ask for additional emergency contact numbers, such as a neighbour, childminder or grandparents who would be willing and 'fit' to take your child home during the day if they are feeling unwell. Once again this information is Strictly Confidential and our office practices comply with the Data Protection Act.

Emergency Closures In the event of a school closure for snow or other circumstances we will communicate this information by the following means:

Local radio, Parent mail, notice on the School Website and Social Media.

E-Safety We take E-Safety very seriously. You will receive regular updates and reminders of how to keep your child safe online. It is important we work in partnership with protecting children online in this ever changing digital world.