



# Warren Primary Academy

A L.E.A.D. Academy

Bewcastle Road, Top Valley  
Nottingham. NG5 9PJ  
Telephone 0115 9153760  
[admin@warrenacademy.co.uk](mailto:admin@warrenacademy.co.uk)  
[www.warrenacademy.co.uk](http://www.warrenacademy.co.uk)

28.7.22

Dear Parent/Carer,

We have reached the end of the academic year and what a year it has been! It seems hard to recall that at the beginning of the year we were still getting back to normal after the Pandemic, let alone finishing the year with a heat wave. We thank you for your understanding with the measures we put in place previously and for coming back into school so positively for the events we have recently held. Our children continue to impress us with their resilience and adaptability.

As we head into the summer holiday, it is a time when parents and carers like to get organised for the next academic year and I wanted to take some time to remind you all about some of our policies that will be re-introduced in September to ensure we start with the highest standards for our children. This letter has much information so please read it carefully.

## **School Uniform**

It is very important that all children wear school uniform. We have adapted the policy to ensure that items are easy to source and cost effective.

At the end of year 5, children are measured for a school blazer, which they will receive on the first day back in September. Ties are available to purchase from the office for £5. When in Year 6, this blazer and tie are part of our school uniform and must be well looked after and worn every day.

Winter	Grey/black skirt or smart grey/black trousers. Sky blue polo shirt or for Y6 a white shirt Royal blue sweatshirt or cardigan (not Y6) Black shoes Plain white/black socks or black or grey tights. <b>No Jewellery</b>
Summer	Blue and white checked dress. Grey/black skirt or grey/black trousers. Grey/black shorts Sky blue polo shirt or for Y6 a white shirt <b>No Jewellery</b>



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Physical Education	Blue or Black shorts, leggings or jogging bottoms White or pale blue t-shirt or polo shirt Pumps/trainers or bare feet. <b>No Jewellery</b>
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## Earrings

For safety reasons, we encourage children not to wear earrings for school. Earrings must be removed for PE. If your child can't remove earrings themselves, please help them with this before school on PE/swimming days. Newly pierced ears must be covered with plasters before participation in sport sessions. Parents are expected to provide the plasters.

## Indoor PE kit

For indoor PE your child must wear either a white or blue t-shirt or polo shirt. These tops can be purchased from most local supermarkets. Furthermore, your child must wear black/navy blue, **plain** shorts, leggings or jogging bottoms.



## Outdoor PE kit

For outdoor PE, your child can wear a school jumper on top of their PE kit if needed. However, no other sweatshirts will be permitted. Children will also be allowed to wear black/navy, **plain** leggings or tracksuit bottoms as shown below.





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## **Water Bottles**

Children are permitted to bring water bottles to school and refill their bottle at break/lunchtime as needed. **Children are not allowed to bring juice to school.** Sipping regularly on juice throughout the day has proven to cause tooth decay.

## **Personal Belongings**

No other jewellery, apart from a watch, may be worn in school. Whilst all reasonable care will be taken of the children's personal property, neither the school nor L.E.A.D. Academy Trust can take responsibility for any loss or damage. Children should not bring valuable personal items to school as we cannot be held responsible for loss or damage to such items.

**Parents are asked to mark all their child's clothing and other belongings with their name and class.**

## **Electric Scooters**

We encourage the children to walk, cycle and scooter to school and have provided a bike rack for the children to store these items safely. Children must dismount when entering the school grounds and push their items to the bike rack for safety reasons. **We do not permit electric scooters as a means of transport to school for our pupils so please leave these items at home.**

## **Mobile Phones**

We discourage children from bringing mobile phones to school, but we understand that for our older children in Year 5 and 6 who walk home by themselves, having a phone can be a reassuring safety measure. If your child brings in a phone, then it must be given to the class teacher first thing in the morning. It must be turned off and will be stored in the office until home time. Children bring phones at their own risk and we will not take responsibility for any lost or damaged phones.

## **Collection of Children**

No children in EYFS, Key Stage 1 or Year 3 or 4 are permitted to walk home alone and must be collected by someone who is over 16.

Children from Year 5 and 6 will only be permitted to walk home alone by prior written notification and only once the school has discussed this with the parent as long as it is within a short walking distance.

All people collecting children on behalf of the parent/carer should be known to the child. For Foundation Stage and up to Year 6, if the school does not know this person, the adult must share a password of their choice with the school that the unfamiliar adult who is collecting will say, as an extra layer of security. If an unfamiliar adult arrives to collect a child, who is unfamiliar to the or does not know the password, the child will not be allowed to go.



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## **Adults' behaviour on the playground and in School**

We expect all adults to model the expected behaviour to our children. We have measures in place for how our adults behave to ensure the safeguarding for our children.

- No smoking on our school premises
- No dogs brought onto our premises
- Adults should not be riding electric scooters, scooters or bikes on our premises
- No adult should approach another child to reprimand them
- No adult should be using bad language or displaying aggressive behaviour on our premises to each other or to our colleagues (this includes communication via the phone)

**If any adults break this expected behaviour, school reserves the right to prevent that adult from coming on site.**

## **Punctuality**

Please ensure that you are punctual at both drop off and pick up. When you have dropped your child off at school, please leave the site promptly. If you wish to speak to a class teacher regarding something that is more than a quick message, then please arrange an appointment.

## **Medicines**

### ANTIBIOTICS/PRESCRIBED MEDICATION

Parent(s) should be encouraged to ask the GP to prescribe an antibiotic which can be given outside of academy hours wherever possible. Most antibiotic medication will not need to be administered during academy hours. Twice daily doses should be given in the morning before academy and in the evening. Three times a day doses can normally be given in the morning before academy, immediately after academy (provided this is possible) and at bedtime.

It should normally only be necessary to give antibiotics in the academy if the dose needs to be given four times a day, in which case a dose is needed at lunchtime.

Parent(s) must complete the Consent Form and confirm that the pupil is not known to be allergic to the antibiotic. The antibiotic should be brought into the academy in the morning and taken home again after school each day by the parent. Whenever possible the first dose of the course, and ideally the second dose, should be administered by the parent(s).

All antibiotics must be clearly labelled with the pupil's name, the name of the medication, the dose and the date of dispensing. In the academy the antibiotics should be stored in a secure cupboard or, where necessary, in a refrigerator. Many of the liquid antibiotics need to be stored in a refrigerator – if so, this will be stated on the label.



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## **Non-Prescribed Medicines**

Staff are only permitted to administer medication to a pupil that has been purchased over the counter e.g Calpol, upon completion of our Medicine form by a Pharmacist.

Thank you for taking the time to read this email. At Warren Primary Academy we value listening, thinking, communication and collaboration. Through careful communication such as the key messages in this letter, we can continue to work in partnership with you and our community to provide the best for our children.

I wish you all a happy and safe holiday and look forward to seeing you and the children when we return to school on **Wednesday 7<sup>th</sup> September**.

Mr Middleton  
Executive Headteacher