



Samuel Allsopp

Primary & Nursery School

THE KEY FACTS

September 2024

A place where children **CAN**

SAMUEL ALLSOPP PRIMARY AND NURSERY

Website: www.victoria.staffs.sch.uk

Facebook: Samuel Allsopp Primary and Nursery School

School Telephone Number01283 247420

To report an AbsenceOption 1

Orchard SiteOption 2

Victoria SiteOption 3

E-mailoffice@victoria.staffs.sch.uk

Head TeacherMr L Smith

Deputy Head Teacher Victoria RoadMrs H Keyworth-Edwards

Deputy Head Teacher OrchardMrs J Simpson

Assistant Head Teacher & SENCOMiss F Buglass

Phase Leader Nursery ReceptionMrs H Best

Leading PractitionerMrs C Crooks

Assistant Special Needs Co-OrdinatorMrs D Stubbs

Co-Chair of GovernorsMr D Symons/Mr M Evans

To help you in our school office:

Office Support ManagerMrs S Tompkinson

Office Services ManagerMrs S Gough

THE SCHOOL DAY - 'Every day and on time'

Nursery

8:45 am—11:45 amNursery/Little Victors morning session

11:45 am—12:30 pmLunchtime for all day Nursery children

12:30 pm—3:30 pmNursery/Little Victors afternoon session

Lunchtime care available: £3.00 lunchtime care only (provide own packed lunch);
£5.00 lunchtime care and school meal (All to be paid via ParentPay)
£17.50 additional nursery session



Victoria Road Site

8:00 amBreakfast Club

8:45 am—8:55 am.....School Gates open on the yard, children can go straight to class)

9:00 am.School day begins

3:30 pm.School day ends for all children

Orchard Site

8:00 amBreakfast Club

8:25 am —8:39 am.....School Gates open on the yard, children can go straight to class

8:40 amSchool day begins

3:10 pmSchool day ends for all children

Speech & Language Centre

8:00 amBreakfast Club

8:30 amSchool day begins

3:00 pmSchool day ends

DESIGNATED/AUTHORISED COLLECTION OF CHILDREN

To make collection of your child/children easier at the end of the school day we are asking you to nominate a maximum of five people who, if you are unable to collect your child/children from school.

- they must be over the age of 18 years and do not necessarily have to be a family member.
- the class teacher will hold this list and will be able to release your child/ren to a nominated person at the end of the day without the need to telephone the school office.
- Please note: if the nominated person(s) is over fifteen minutes late after the end of the school day, you as a parent you be liable for a supervision charge.

Parents or nominated person(s) are encouraged to come into the playground to collect their children. Please note, only adults over the age of 18 will be allowed to collect children. Siblings will not be able to walk home with Year 6 children.

HOME TIME

- Please be on time—your child will get upset if they think you have forgotten them.
- If you have an emergency please telephone **School on 247420**.
- **We do expect that if you are collecting children from secondary school you collect your child from Samuel Allsopp Primary first because of their age.**

SCHOOL CODES

SCHOOL CODE

Keep your hands and feet to yourself.
Respect everyone and everything.
Be a good listener and try your best.
Be proud to be in the Samuel Allsopp team.
Show good manners.

DINING ROOM CODE

Use your quiet voice
Use your knife and fork
Say please and thank you
Walk in school
Wait your turn

PLAYGROUND CODE

Is it your turn to play?
Check before you start
Keep your hands and feet to yourself
Respect everyone and everything
Play quietly and calmly on the grass and in the
pagoda

IS YOUR CHILD READY TO LEARN? Ingredients for learning:



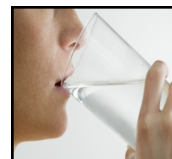
At least 9 hours
sleep every night



Breakfast



Healthy Diet



Drink lots of
water



Walk to school
every day

Always be ready on time with your book bag, reading book and P.E. kit.

SCHOOL UNIFORM - We expect every child to wear our school uniform every day



Girls:

White Shirt with school tie

Navy Blue cardigan or jumper with Samuel Allsopp logo

Grey skirt or trousers

Black Shoes (no boots)



Boys:

Navy Blue jumper or cardigan with Samuel Allsopp logo

White Shirt with school tie

Grey trousers

Black Shoes (no boots or trainers)

IMPORTANT

Please remember to write
or sew your
child(en)s name into their
uniform. This will help to
return any lost uniform.

Thank you

All pupils will need a labelled plastic drink bottle which **you** will need to ensure is washed weekly.

Any caps that are worn during the summer months must be navy blue. Please ensure that all uniform is clearly labelled with your child's name **as we cannot take responsibility for lost items.**

CLOTHES FOR P.E.

Children will need navy blue joggers and a pale blue T-shirt with Samuel Allsopp logo, a pair of pumps and a P.E. bag. **Jewellery should not be worn during P.E. for safety reasons including earrings which need to be taken out for PE—it is NOT possible to tape over them.**

BOOK BAGS

All children need a book bag to carry their reading book and homework and to bring letters home. Please check their bags regularly. Please purchase a school book bag and ensure your child brings this to school every day. Rucksacks are not permitted in school due to a lack of space to store them.

All uniform. PE kits and bags can be purchased from My Uniform either by visiting their shop; 82 Wellington Street, Burton upon Trent or online website: <https://myuniformltd.co.uk> Please note online orders will incur a delivery charge.

BREAKFAST CLUB

A breakfast club is available each morning from 8.00 a.m. at both sites for **all** year groups Reception to Year 6. Parents need to book in advance, by Friday the week before, and must drop their child(ren) in by 8:25 am at Orchard Site or 8:40 am at Victoria Road. Cost of Breakfast Club payable via ParentPay is £2.00 per child.

SCHOOL DINNERS

Children can stay at school for dinner or they can bring a packed lunch with a drink in a carton. Meals are freshly prepared every day and there is a choice of menu including a vegetarian option and all meat served is halal. The kitchen also use Quorn Mince (vegetarian option) in many of their dishes. The cost of a dinner is £2.50 per day which is payable via ParentPay. It is imperative that you keep your account in credit, falling behind with payments could result in you having to send your child with a packed lunch.

We are cashless school, payment for dinners and trips will be via ParentPay. You will be given login details when your child starts school. Please keep account in credit.