

ArthurTerry



# Information For Parents 2024 - 2025

Kittoe Road, Sutton Coldfield, West Midlands, B74 4RZ

**Tel:** (0121) 323 2221

**School Email:** [enquiry@arthurterry.bham.sch.uk](mailto:enquiry@arthurterry.bham.sch.uk)

**Admissions Email:** [ATSAdmissions@arthurterry.bham.sch.uk](mailto:ATSAdmissions@arthurterry.bham.sch.uk)

**Website:** [www.arthurterry.bham.sch.uk](http://www.arthurterry.bham.sch.uk)

**Headteacher: Samantha Kibble BA (Hons), PGCE, NPQH**  
**Secondary Strategic Lead: Marie George**

**CEO: Richard Gill, NPQH, NLE, FRSA**

## **WELCOME**

It gives us great pleasure to welcome you to The Arthur Terry School.

At The Arthur Terry School, we believe in fostering a calm and purposeful learning environment where every student has the opportunity to thrive. We want all our students to be ‘Proud, Kind and Ready’ and our commitment to creating an inclusive and nurturing community ensures that everyone feels a sense of belonging from the moment they walk through our doors.

We are passionate about high-quality learning and teaching, and we are committed to ensuring that every student can access the curriculum effectively, and to achieve this, we employ a range of innovative strategies. One such strategy is the integration of iPads into our educational approach. By harnessing the power of technology, we empower our students to engage with the curriculum in dynamic and interactive ways.

At Arthur Terry we are dedicated to providing outstanding personal development opportunities to all our students. Our goal is to equip them with the Arthur Terry learner skills, knowledge, and strong moral principles needed to navigate an ever-changing future as active and engaged citizens.

Here, we have high aspirations for every individual within our learning community. We want our students to not only excel academically but also to become active citizens both inside and outside the classroom. We want them to take pride in their achievements and to seize every opportunity to fulfil their potential.

Central to our ethos is our unwavering commitment to maintaining high expectations of student behaviour. We firmly believe that kindness and respect are fundamental values that shape our school culture. We understand the importance of providing a safe and supportive environment where every student can thrive.

As parents and carers, your relationship and partnership with us are vital. We look forward to embarking on this special journey together, working hand in hand to support the growth and development of your children.

**Samantha Kibble**  
**Headteacher**



## GENERAL INFORMATION

### SCHOOL WEBSITE

Our website provides a central source of information on the school and its activities. It is clear and easy to use which will enable you to navigate and find out more about our students' successes, subject information, exam timetables, calendar, newsletters etc.

### CONTACTING THE SCHOOL

Initial contact with the school should be **via your child's tutor**. You should address your email to [year7@arthurterry.bham.sch.uk](mailto:year7@arthurterry.bham.sch.uk) and this will then be forwarded to your child's Progress Leader/Tutor. There is a 48 hours response time to emails.

For general enquiries, please use [enquiry@arthurterry.bham.sch.uk](mailto:enquiry@arthurterry.bham.sch.uk)

### CONTACT DETAILS

Please remember to inform the school of any change to your contact details, as if your child is injured or taken ill, we must have a contact number to telephone you in an emergency. It is also important for parents/guardians to inform us if information needs sending to more than one address (because adults with parental rights are living separately).

### SCHOOL TERM DATES ACADEMIC YEAR 2024/25

AUTUMN TERM 2024	SPRING TERM 2025	SUMMER TERM 2025
Start: Monday 2 <sup>nd</sup> September	Start: Monday 6 <sup>th</sup> January	Start: Monday 28 <sup>th</sup> April
Half Term: Monday 28 <sup>th</sup> October to Friday 1 <sup>st</sup> November	Half Term: Monday 17 <sup>th</sup> February to Friday 21 <sup>st</sup> February	Half Term: Monday 26 <sup>th</sup> May to Friday 30 <sup>th</sup> May
Term Ends: Friday 20 <sup>th</sup> December	Term Ends: Friday 11 <sup>th</sup> April	Term Ends: Monday 21 <sup>st</sup> July

Training days will be confirmed separately.

### TIMES OF THE SCHOOL DAY

<b>Movement Bell</b>	8.45
Tutor Time	8.50 - 9.10
Period 1	9.10 - 10.10
Period 2	10.10 - 11.10
<b>Break</b>	11.10 - 11.30
Period 3	11.30 - 12.30
Lunch	12.30 - 1.05
Movement Bell	1.00
Period 4	1.05 - 2.05
Period 5	2.05 - 3.05
Detentions	3.05 - 3.35

## **ASSESSMENT AND REPORTING**

Our Reporting and Assessment Policy is a fundamental driver in improving the outcomes of our students. As a key part of this policy, we are committed to making sure that parents are aware of how their child is progressing in each subject against expectations, as well as providing regular updates on their attitude to learning in their studies.

### **WHAT CAN I EXPECT?**

You will receive timely information about your child's progress and behaviour throughout the academic year. You will receive one Tutor report per year and updates on Assessment Series outcomes (one per term) along with an attitude to learning score.

You will also have access to our online system GO 4 Schools, which is a real-time system meaning that your child's page is constantly updated, providing you with the latest information including behaviour and assessment. We will provide you with further information on how to log on to this system early in the new academic year.

### **TUTOR REPORT**

A report will be made available online via GO 4 schools once every academic year. This report will give you a rounded summary of your child's achievements including Tutor time contributions, extracurricular activities, attitude to learning scores and assessment series. You will be informed via text message when this report is ready to view.

### **ASSESSMENT SERIES**

As a school we hold 3 Assessment Series across the academic year, these are designed to help students to consolidate their learning and identify any areas for development; as well as to become more accustomed to assessments. This allows them to feel more prepared when they reach formal exams.

## UNIFORM LIST

**All students are expected to adhere to our uniform policy and school expects all parents/carers to be supportive of this policy at all times to ensure that we maintain our high standards. School will not accept notes/requests from parents giving/asking for permission to not adhere to our uniform policy.**

Item	Colour and Style
Blazer (for all students in years 7-10)	The school blazer must be black with the Arthur Terry Logo. The blazer should not be tight fitting and the sleeves must not be rolled up. If a student outgrows a blazer during a school year, a new one will need to be purchased irrespective of how long is left of the academic year; students will not be allowed to attend lessons without a blazer. Please note that parent/carers are welcome to purchase second-hand blazers and there is also a hardship fund available to parents/carers facing financial difficulty. On days when the weather is hot, school will make a decision on a daily basis as to whether students can remove their blazers for the duration of the day; however, students must bring their blazers to school every day without fail.
Blazer Badge	Sew on badge for use on a blazer purchased without an embroidered logo. This can be a cheaper option as the blazer can be purchased from any outlet selling blazers such as supermarkets.
Year 11 (only)	School white polo shirt and school grey sweatshirt for Year 11 students with Arthur Terry School Logo. Please note that Year 11 grey jumper must be worn correctly and must not be wrapped over shoulders.
Trousers	<b>Full length, Black, formal plain in conventional style.</b> Trousers must <b>not</b> be made of a stretchy lycra material or denim. Trousers must also be loose fitting; tight trousers are prohibited. Leggings are also prohibited. Students are welcome to wear a belt, but no large buckles/ logos are permitted – plain black belts only.
Official School Skirt with Arthur Terry Logo	Available in 2 styles. These are the only skirts girls will be permitted to wear. Skirts must not be rolled up and/or tied at the back to make the skirts shorter. We ask parents/carers to support the school by ensuring that your daughter does not roll up/tie up their skirts.
Shirt	White, conventional school style, short or long sleeve. These must be loose fitting. They can be purchased from any outlet of your choice including supermarkets where they can often be purchased cheaply. Shirts must be tucked in at all times. Bras must not be brightly coloured, so they do not show through the white shirt.
Tie	Clip on tie in colour relevant to year group – <b>(for Sept 2024 Yr7 = Red)</b> . Parent/carers are recommended to purchase spare ties in case of loss or damage. Ties must be clipped on at the top of the shirt.
Jumper (optional)	Black, V-neck, with Arthur Terry Logo. Other jumpers or cardigans are not permitted. Please also note that the optional school jumper cannot be worn without the school blazer; the school jumper is not allowed to replace the blazer. The blazer is compulsory, and the jumper is optional.
Socks/tights	When wearing trousers, socks must be a neutral colour e.g. black, grey or white; they must be a plain style, not patterned. When wearing the Arthur Terry skirt, over the knee/long socks are not permitted; only ankle socks are allowed. If wearing an Arthur Terry skirt, if socks are worn, they must be black; students are not allowed to wear coloured socks with a skirt. Tights are recommended; we kindly request that parent/carers do not allow students to arrive to school in ripped/torn tights.
Shoes	MUST be plain black with a <b>black sole</b> , in polishable leather or leather type shoe. Please note that the whole of the upper part of the shoes (above the sole) must be all black, all leather and all polishable. Excessively high heels, sandals with no backs and wedges are dangerous and will <b>not</b> be allowed. Any metal tags on shoes must be removed. Boots including Doc Martins type boots are also not permitted. <b>Please see some attached examples of permitted and non-permitted footwear.</b> Please note that shoes are required at all times of the school year; if students outgrow a pair of shoes or the shoes become damaged, parents/carers will be required to purchase a new pair of shoes irrespective of how long is left in the school year. There is a hardship fund available to parents/carers facing financial difficulty.

Outside coat	Any sensible style or colour suitable for school. <b>No denim or leather.</b> No badges or emblems except maker's motif. <b>Sweatshirts, hooded tops and track suit tops are not acceptable as coats and must not be worn.</b> Coats cannot be worn instead of a blazer; the coat is optional, but the blazer is mandatory. Coat hoods must not be worn up and over the head in any covered areas including the atrium. Coats must not be worn in tutor time, lessons or assembly.
Jewellery	Students are allowed one stud per ear. No other jewellery apart from a wristwatch is allowed. Students must not have multiple ear piercings in each ear. If a student is found to be wearing more than one stud per ear or an earring that is not a stud, the student will be required to remove it. If you are unsure, we recommend that you ask in advance to check that is permissible.
Make-up	Only light make-up is allowed. Excessive make-up, as determined by the school, is not allowed and students can be required to remove it. Long fake eye lashes and false nails are prohibited as they are not conducive to school life.
Piercings	No facial piercings whatsoever, apart from one stud in each ear. This includes a piercing through the nose, tongue, upper ear, lip, navel etc. Please do not get a piercing without checking in advance with school; even if the piercing has recently been done, any student with a piercing will be required to remove it.
Hats and Caps	Students must not wear a hat, cap, wrap, bandana or doora/ durag whilst on the school site. The Arthur Terry school is fully committed to equality and diversity and religious headwear such as the hijab or turban are permitted. Please contact school if you have any questions in relation to this.
Hair style and hair colour	Hair styles must not be extreme as determined by the school. Hair must be of a natural colour. Any hair extensions/braids etc must also be of a natural colour.
Non-uniform days	<p>We would like to remind students that it is privilege to come into school in their own clothes on a non-uniform day; it is still a normal school day and students are required to bring in all the necessary equipment for a normal school day; this would typically include a school bag, PE kit if the student has PE that day, appropriate footwear for school, a fully charged iPad and any stationary such as pens, a green pen for marking, mathematics equipment etc.</p> <p>Below is a list of items that are not acceptable on a non-uniform day. We would like to be clear that this is not an exhaustive list. Please note that school judgement will be final and we would expect all parents/carers to support the school. Where a student is deemed to be not dressed appropriately by school, we would expect parent/carers to bring into school replacement clothing. We would also like to remind students that their clothing needs to be appropriate for the weather.</p> <p>Please note that on World Book Day, this is not a non-uniform day. Students are expected to dress up as a character and not just wear their own clothes. Any student who does not adhere to this, may be prohibited from taking part in World Book Day in the future.</p> <p><b>Prohibited items of clothing:</b>  Crop-tops or any other item of clothing where a student's midriff is not covered  Tops or other items of clothing that expose a bra or other underwear  Offensive imagery/language  Inappropriate imagery eg of a sexual nature  Baseball caps and other hats  Crocs/sliders  High heels</p> <p>Piercings, jewellery and hair colour – exactly the same as any other school day; please see above:</p> <p>Hair styles must not be extreme as determined by the school. Hair must be of a natural colour. Any hair extensions/braids etc must also be of a natural colour.</p>
Apron/overall (Food Tech, Science, DT)	Any clean, hygienic garment to provide adequate protection in practical lessons
PE Kit	Please see following pages.
Equipment List	Please see following pages.

**Please note that in line with our school Praise and behaviour Policy, students can be issued with a Phase 2, 3 or 4 for incorrect uniform or for refusing to follow instructions to adhere to the uniform policy.**

Our uniform suppliers are:

Clive Mark at 11-13 Boldmere Road, Sutton Coldfield, B73 5UY or online at [www.clivemark.co.uk](http://www.clivemark.co.uk)

Crested Schoolwear Unit 182 Gracechurch Shopping Centre, Sutton Coldfield, B72 1PA or on-line at [www.crestedschoolwear.co.uk](http://www.crestedschoolwear.co.uk)

Please feel free to purchase any of the non-branded items from any shop of your choice including supermarkets which are likely to provide cost-effective school clothing such as shirts, trousers and shoes.

## Permitted shoes

Other appropriate styles are available. All shoes MUST be plain black, polishable leather/leather effect



## Footwear type NOT Permitted



### Not permitted:

- Air bubbles
- Colourful tabs/labels/branding
- Material/fabric/mesh/suede upper
- Coloured trim/soles/outlines of branding
- Boots
- High heels
- Running trainers





## PE Kit

### **Compulsory Items**

(Attire)

- Polo Top (Maroon/Black)
- Single Skin Reversible Games Jersey (Maroon/Black) and/or Mid-Layer ¼ Zip top (Maroon/Black)
- AT Panelled Shorts or skort (Black/Maroon). Please note that cycling shorts and short tights are prohibited.
- Plain Black Sports Socks

(Equipment)

- Astro trainers (dimpled soles) advised for all students (see attached guidance)
- Appropriate sports trainers
- Football boots
- Shin pads for football

### **Optional Items**

(Attire)

- Slim fit track pants (Plain Black) or Black sports leggings (must not be translucent)
- Base layer (Plain Black)
- Gum Shield

### **Other information**

It is important to note that all items (*excluding socks and the optional base layer*) will be embroidered with the Arthur Terry School badge. All students will be expected to wear these specific garments for all PE lessons. Incomplete incorrect kit items that are brought to lessons (*without formal notice from parents/guardians*) will mean that students are subject to receive sanctions in accordance with the school behaviour policy.

## ASTRO FOOTWEAR GUIDANCE



EXAMPLE OF ASTRO TRAINERS THAT ARE ACCEPTED – “**RUBBER DIMPLE SOLE**” – SEE ABOVE!

**NB:** These are NOT to be confused with moulded football studs as shown in the example images below. Whilst the footwear seen in the images below may be used on 3G/5G football surfaces, this style is not permitted on the Arthur Terry AWP surface.



## EQUIPMENT LIST

Students will need to carry all equipment and exercise books with them for the day, please make sure that students have an appropriate bag to accommodate A4 books and all their equipment.

We require all students to bring the following into school every day:

- Ipad (once issued in September). The ipad will also need to be fully charged at home, ready to be used in lessons. We do not have sufficient chargers or electrical sockets for students to charge ipads in school.
- Pencils
- Pencil sharpener
- Biro or fountain pens – plus spares – black and green
- Some different coloured pen e.g. red, purple, blue
- Glue stick
- Scissors
- Ruler
- Calculator - Casio Scientific (fx-85) or Casio Classwiz for A-Level and Higher GCSE
- A pack of highlighters
- Coloured pencil crayons
- Earphones (not wireless or flat ended apple style – 3.5mm end ones for use in music)
- Rubber
- Protractor
- Pair of compasses

On days when students have a practical lesson in technology they will need:

- Food technology apron – any suitable washable apron
- Design technology apron – plain unbleached cotton apron
- Art – A4 plastic stud wallet

If you are in receipt of Pupil Premium funding, and you need support with purchasing these items, please contact [enquiry@arthurterry.bham.sch.uk](mailto:enquiry@arthurterry.bham.sch.uk)

### **THE WEARING OF JEWELLERY AND BODY PIERCINGS IN SCHOOL**

The school has a strict policy on the wearing of jewellery and body piercings implementing guidance from BAALPE (British Association of Advisers and Lecturers in Physical Education). The Health and Safety of students engaged in school activities is paramount and the school takes this responsibility seriously. The school rules state:

- No facial piercings, including tongue piercings, are allowed.
- Only studs may be worn as items of jewellery. Watches may be worn. All other jewellery must be left at home.
- No jewellery or items of body piercings may be worn for P.E. They must be removed. The **taping of piercings is no longer an option** and should not be done by a parent, child or adult in school. Tappings may come loose and become a danger to others. Parents have a responsibility therefore to ensure that their children clearly understand that studs must be removed for P.E. and we advise that they are left at home on these days.

We thank you for your support with this matter to ensure that the health and safety of all our students is maintained in all our school environments.

## ATTENDANCE

### Attendance Matters – Our Target

As a school we ask that all students achieve at least 96% attendance. We recognise that for some this may be a challenging target; therefore, we will provide additional support to students and their families to encourage excellent attendance.

### Attendance Matters – The Main Principles

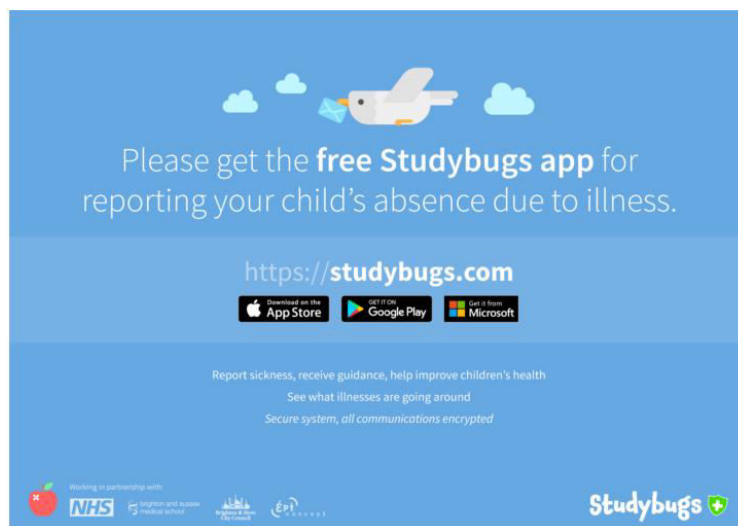
- There is a direct link between attendance and attainment at school. The Arthur Terry School is therefore committed to working with parents and carers to ensure all students achieve as high a level of attendance as possible. Students are set a target of achieving at least 96% attendance.
- **Parents/Carers have a legal responsibility to ensure that children of compulsory school age attend school regularly. Students should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Failing to send your child to school regularly without good reason is a criminal offence and legal action may be taken by the Local Authority.**
- Schools have a duty in law to refer any absence of 5 days or more where they have been unable to contact the parent/carer/child or have general concerns about the absence to the Local Support Team.
- Schools are required to take an attendance register twice a day, and this shows whether a student is present, engaged in an approved educational activity off-site, or absent. If a student of compulsory school age is absent, every half-day absence from school must be classified by the school, as either authorised or unauthorised. The decision lies with school as to whether or not an absence will be authorised. For this reason, information about the cause of each absence is always required.

Attendance during one school year	Equals this number of days absent	Which is approximately this many weeks absent	Which means his number of lessons missed
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

**It is a parent’s legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.**

### Reporting Same Day Illness

If a student is going to be absent from school due to illness, then a parent or carer must inform the school via the Studybugs App or via the Studybugs widgets on the school website. **If a parent or carer doesn’t notify the school in a timely manner, the absence will be classed as unauthorised. Please note that unauthorised absences from school, may lead to legal action being taken against you.** The parent/carer will need to explain fully the reason for their child’s illness. We are unable to accept single word responses such as unwell or ill.



The advertisement features a blue background with a white bird icon flying towards the right, carrying a blue envelope. Below the icon, the text reads: "Please get the free Studybugs app for reporting your child's absence due to illness." The URL "https://studybugs.com" is displayed in white. Below the URL are three logos: "Download on the App Store", "GET IT ON Google Play", and "Get it from Microsoft". At the bottom, there is a list of partners: "Working in partnership with: NHS, Education and Business, Ministry of Education, and EPI". The Studybugs logo is in the bottom right corner. At the very bottom, there is a small text box: "Report sickness, receive guidance, help improve children's health. See what illnesses are going around. Secure system, all communications encrypted."

**Parents/Carers will need to send this message by 8:30am each day their child is absent. Failure to report a child's illness before 8:30am may result in a truancy message being sent home, phone calls from the attendance team and an unauthorised absence mark.**

**If a parent/carer does receive a truancy message, they must reply swiftly to support the safeguarding procedures the school is required to follow.**

The Headteacher may require further evidence to authorise an absence and if this is the case the attendance team will be in contact. Medical evidence will be required in cases of illness which are 5 continuous days or longer.

### **Medical Appointments**

Where possible, parents are required to arrange appointments outside of school hours, e.g., dentist, doctor. If this is not possible, parents should notify the Attendance Team **prior** to the appointment by emailing [attendance@arthurterry.bham.sch.uk](mailto:attendance@arthurterry.bham.sch.uk).

When emailing the attendance team please include any appropriate evidence to support the absence such as:

- Medical appointment card with one appointment entered.
- An appointment letter from a professional such as a hospital Consultant or Psychologist
- Print screen of a text message appointment

**If evidence is not provided, then the absence may be marked as unauthorised until evidence is provided.**

### **Absence**

Absence can only be authorised by the Head Teacher, within the boundaries set by the Education (Pupil Registrations) (England) Regulations 2006.

***Head Teachers may not authorise leave during term time except where the circumstances are exceptional.***

Please remember that parental illness, going shopping, visiting family, truancy, not wanting to go to school, alleged bullying (speak to school immediately to resolve the issue), family holidays are not acceptable reasons to be absent. All of these will be recorded as unauthorised absence, including if your child arrives at school after the close of registration.

Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members.

Being at school with support from staff and peers can provide children with a safe and familiar background during times of uncertainty.

### **Request for leaving during Term Time, including family holidays**

Parents/Carers are able to request permission to take their children out of school during term time where there are exceptional circumstances, an application form should be requested from the Attendance Team via email ([attendance@arthurterry.bham.sch.uk](mailto:attendance@arthurterry.bham.sch.uk)) **at least two weeks before they are due to leave.**

Request for leave during term time can only be authorised by the Headteacher and the outcome of the request will be communicated to Parents/Carers.

**Where a request has been denied or a request has not been submitted but the absence still occurs, the school may take legal action in the form of a Penalty Notice.**

## **FACILITIES**

### **DROPPING OFF/COLLECTING STUDENTS**

The school site is very busy particular at the start and end of the school day and therefore we recommend, if possible, your child walks to school with another student. If you have to bring your child on to the school site the vehicular approach to enter school is via Beaton Road, entering a one-way system on site and leaving school via Kittoe Road. There is **no entry** to the site from Kittoe Road and **no exit** via Beaton Road. Parking is available in the marked bays or on overflow parking to the left adjacent the all-weather pitch. Please be considerate to our neighbours by not parking in front of their drive ways.

### **LUNCHTIMES**

Our dining hall provides an environment influenced by suggestions from our students. Every minute of our lunch break is utilised to ensure that all students have an opportunity to spend an appropriate time buying and eating their lunch with their friends.

To support this we operate a cashless system based on biometric recognition which, importantly, offers students high levels of safety and security whilst allowing us to concentrate on the service to students rather than the administrative issues associated with cash or Smart Cards.

We are very aware that the protection for personal data has received much media attention and that some of you may be concerned that school uses biometric recognition. We can assure you that no image of a fingerprint is stored on a computer, rather a selection of data points from which a fingerprint cannot be regenerated. You may wish to reflect on the personal data already held by school about you and your child which you might consider to be more sensitive than a mathematical algorithm linked to your child's name. All personal data is held subject to the provision of the Data Protection Act, not passed to third parties and this biometric data will be permanently deleted when your child leaves school. The system is also used for library borrowings.

Our catering team are fully compliant with government nutritional guidelines and our Catering Manager, Julie Whitehouse, [catering@arthurterry.bham.sch.uk](mailto:catering@arthurterry.bham.sch.uk) (0121 323 4385) is always happy to discuss any aspect of their service with you.

## ONLINE PAYMENTS TO SCHOOL WITH PARENTPAY

Since September 2016 The Arthur Terry School has been completely cashless.

For several years we have been using an online payment system called ParentPay which offers a quick, easy and more convenient way to pay for school meals, trips, exam fees, tickets & much more. The uptake of this service in previous years has been so successful it has led to the decision for us to not accept any cash at all for any services

ParentPay offers you the freedom to make payments whenever and wherever you like 24 hours a day, 7 days a week (safe in the knowledge that the technology used is of the highest internet security available), giving you peace of mind that your payment has been made safely and securely.

Making a payment is straightforward and ParentPay keeps an accurate record of payments made to every service for every student and offers a more efficient payment collection process. It also allows for easy and quick refunds to be made back to the payment card when necessary.

We will send you an activation letter at the start of September containing your activation username and password to enable you to set up your ParentPay account. During the activation process you will be guided through changing your username and password to something more memorable; if you have more than one child at a ParentPay school/s you can also add children to a single account providing one login for all children at ParentPay Schools.

For further information on ParentPay please visit [www.ParentPay.com](http://www.ParentPay.com)

## FREE SCHOOL MEALS

### Could your Child Be Eligible?

Now it is quick and easy to find out. No form to fill in, no need to supply school with copies of your paperwork, no waiting time. **We would encourage all parents to apply online to check your eligibility even if your child does not want to take the free meals.** The new online checking service will instantly advise you if your child is eligible to receive free school meals. Your details are also updated automatically so there is no need for a formal review process; everything is kept up to date after your initial application. Both parent and school are advised if you become eligible in the future so the free school meal allowance can be applied straightaway to your child's dinner account.

The benefits to you and your child are numerous, quick, easy, confidential, one-time application. In addition, for every child on free school meals Arthur Terry School will also receive additional funding (Pupil Premium) from the Government which we use to support teaching and learning. It is therefore a wider benefit for everyone.

### How do I apply?

Simply apply online at [www.cloudforedu.org.uk/ofsm/birmingham](http://www.cloudforedu.org.uk/ofsm/birmingham)

You will need your national insurance number or national asylum support service reference number and your child's date of birth.

**If your child is currently receiving free school meals at their Primary school, you must apply online to continue this benefit when they join us.** If you need any further support or information, please contact [finance@arthurterry.bham.sch.uk](mailto:finance@arthurterry.bham.sch.uk).

## INSTRUMENTAL TUITION

If you are interested in instrumental lessons for your child, you will need to complete the on-line registration by Monday 24<sup>th</sup> June 2024. Please see enclosed letter titled 'Music Tuition 2024-25'.

## YEAR 7 RESIDENTIAL TRIP : FRIDAY 22<sup>nd</sup> NOVEMBER TO SUNDAY 24<sup>TH</sup> NOVEMBER

Please see enclosed letter for further details. If you are interested the deposit is due in September.

## **PARENTAL COMMUNICATION PROCESS**

### **Overview**

It is very important to us that we work closely in partnership with parents and carers, and communication between home and school is key. We recognise however that it can often be difficult communicating with teachers because they have a very full timetable; and we recognise that parents and carers also have very busy lives.

### **Contacting the school**

As a school, we pride ourselves on the outstanding relationship we have with our parents/carers. In order for us to ensure that all parental enquiries are directed to the appropriate person, you will be required to email your child's respective 'year' address and NOT an individual staff member.

For pastoral related enquiries, you will need to use: [Year7@arthurterry.bham.sch.uk](mailto:Year7@arthurterry.bham.sch.uk)

For general enquiries, that are not pastoral related, then please use: [enquiry@arthurterry.bham.sch.uk](mailto:enquiry@arthurterry.bham.sch.uk) address where this will be forwarded to the most appropriate person.

### **Contacting you**

Arthur Terry School communicates with Parents and Carers via email and text. You have already provided us with your email address and mobile number when enrolling your child.

### **Meeting**

The day-to-day care, welfare and safety of your child is managed by the person who is placed closest to them.

- Meetings should always be pre-arranged with members of staff. We will not be able to facilitate meetings with staff that have not been pre-arranged.
- If you urgently need to see or speak to someone regarding safeguarding or a child protection issue, please phone reception and ask to speak to the Designated Safeguarding Leads (DSL).
- Please note lessons will never be interrupted for teachers to take calls.

### **Courtesy**

Unfortunately, from a minority of parents, we do experience rudeness, aggression, and abuse towards staff. Please be reminded that all employees of Arthur Terry have a right to be spoken to with courtesy and respect. Rude, aggressive, or abusive behaviour may result in action being taken by Arthur Terry School.

### **Social Media**

We use our social media channels to promote student achievements, subject information and generic education information. Please follow us on twitter:

Arthur Terry School @ArthurTerrySch

Arthur Terry Careers @ATCareers

Arthur Terry Sport @Arthurterrype

Arthur Terry CS @csarthurterry

Arthur Terry NTS @arthurTerryNTS

### **No Response**

If you have not received a response from the school within 48 hours (working day only) please contact the school by emailing [enquiry@arthurterry.bham.sch.uk](mailto:enquiry@arthurterry.bham.sch.uk) and we will chase up your enquiry. Communication with parents and carers is important to us, and we will monitor this policy and our approach to improve the process further.