



WELCOME TO THE ROYAL



It is my great pleasure to welcome you to the school! I am so glad that your child will be joining us for the start of their journey in formal education. It is a journey that will be packed with adventure, excitement and opportunity. We will enable them, with your support, to reach out and achieve all that they can.

Their time at The Royal will involve far more than just learning to read, write and count though. We want to impart to them a love of learning. We want them to realise that they can change the world that they are growing up into. We want them to understand how to show kindness and compassion to others and how to work for the good of all. We expect them to become well-rounded people as they progress through the year groups, in order that they can move on from The Royal to their choice of university or career... when the time comes! I understand that this can be a difficult time emotionally for parents... please be assured that their care is our highest priority.

For now, we are looking forward to getting to know them as individuals and seeing them take those first steps forward with confidence. If you have any concerns at any point, please speak to a member of staff so that we can work together to find solutions. We will need your full support along the way, which I know that you will give. We will also be quick to contact you if we need to discuss any aspects of school life. This partnership really matters and is the key to unlocking their full potential!

I trust that you will find the information attached is useful for you. I realise that there is a great deal to take on board when joining a school and so we have tried to put all of the information in one place. It is my privilege to be the Head of the Primary School here and I am looking forward to getting to know all of you in the coming years.

Mr Mark Mitchell
Head Teacher Primary School



Drop Off Times

- Reception drop off is between 8:00am – 8:20am (Children are taken into their classrooms at 8:25am for registration) **Children in Reception must be taken to the playground by their parents where they can be handed over to school staff.**

If for any reason you arrive after 08:39am parents must enter using Penn Road gate, report to the office and register for a late mark. Should your child be unwell or not attending school for any reason, please telephone the Attendance Officer 01902 349109 by 08:30. If you are unable to get through, please leave a message on the answering service. Alternatively, absences can also be reported via the **school gateway**

Collection Times

- Reception 3:25pm (if you are late picking up your child, the class teacher will bring them to our late room which is situated at the back of the dining hall for collection – a late charge will apply)
- Please remember that whoever collects your child including you will be asked for your password.



Uniform

- **Please ensure ALL uniform is labelled.** With over 630 pupils it is vital uniform is named.
- **Girls' socks & tights:** Girls must wear **navy-blue knee-high** socks or navy blue tights **ONLY**. (White ankle socks are only part of the uniform during the summer term).
- **Boys' socks:** Boys must wear grey socks **ONLY**.
- **Girls' white blouse with Revere style collar**

Hair Guidelines

- Girls – long or shoulder length hair must be tied back at all times during school
- Hair adornments must be plain or navy blue colour only. **No large bows or fluffy hair accessories should be worn.**
- Boys – No extreme styles are allowed, no shaved lines, no Mohicans, no tails at the back of the hair line.
- Shoes – Black, plain, low heeled shoes (no boots or trainers)
- Earrings – only plain stud earrings maybe worn

Swimming

- On the day PE/Swimming/Games, earrings should not be worn. No other jewellery should be worn.
- Correct costume should be worn and long hair must be in a swimming hat. Please ensure hair is up & neat for swimming.

Lost Property

- We will endeavour to return lost property to the relevant child **providing that the uniform is labelled**. Please could we ask parents to e-mail primaryreception@theroyal.school in the first instance confirming your child's name, class & item that is lost .

Pre-Loved Uniform

- Should you wish to enquire about the purchase of pre-loved uniform, please contact primaryreception@theroyal.school who will e-mail across an order form to you.

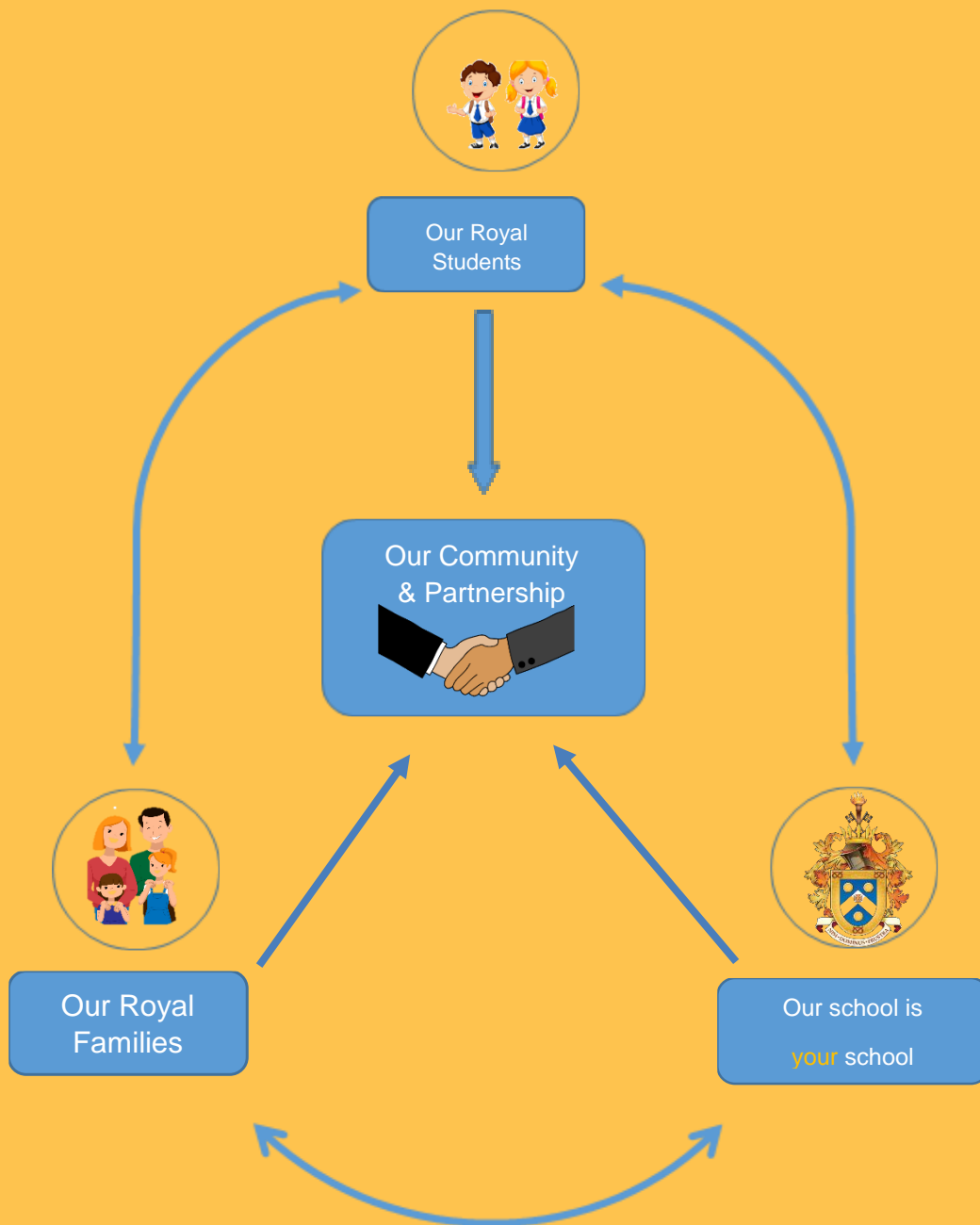
Primary Reception Area

- Please could we ask that parents do not enter the school building unless a prior arrangement has been made with a member of staff. Reception **switchboard is open from 8:00am to 6:00pm Monday to Friday.**

Parents Evening at The Royal School

At the heart of our school are our school values, which includes community that relies upon 3 key aspects to become integral for success, the school, the family and the student. Upon joining the school all parents are asked to sign the Home School Agreement in which you agreed to attend parent/teacher meetings to discuss student progress.

During the school year, we have three planned parent meetings to discuss the progress of your child. Attendance at parents' evening is important as it provides time to speak with your child's teachers and find out how they are getting on at school. It is an opportunity to ask any questions that you may have and also for the teachers to explain how you can support your child with their learning at home. Please note that we do not offer after school care or clubs on these days.



I hope that you agree that in order to maximise the opportunities that are available for your child here at The Royal these planned meetings and updates are vital and should be prioritised as a valuable date in your diary. The next parents' evenings are on **17th & 22nd November 2022** and we look forward to seeing you there

Lunches

- All pupils in Reception, Year 1 and Year 2 have free schools meals provided by the Government. Pupils have the choice of a hot meal, vegetarian option or a sandwich.

School Lunches Packed lunches



All food prepared in school takes into account allergies.

If parents choose to bring food from home, they must ensure that is entirely nut free. **No nuts in any food should be brought into school.**

- One portion of fruit and one portion of vegetable or salad every day to be included in packed lunches
- Meat, fish or another source of non-dairy protein should be included every day. Non-dairy sources of protein include lentils, kidney beans, chickpeas, hummus and falafel
- An oily fish, such as salmon, should be included at least once every three weeks
- A starchy food, such as bread or pasta, rice, couscous, noodles, potatoes or other cereals, should be included every day
- A dairy food, such as semi-skimmed or skimmed milk, cheese, yoghurt, fromage frais or custard should be included every day
- Free, fresh drinking water is available at all times – No drinks required – water is available to ALL children. No other drinks are allowed.
- Snacks such as crisps should not be included every day. Instead, include seeds, vegetables and fruit (with no added salt, sugar or fat). Savoury crackers or breadsticks served with fruit, vegetables or dairy food are also a good choice
- Confectionery such as chocolate bars, chocolate-coated biscuits and sweets should not be included. Cakes and biscuits are allowed but these should be part of a balanced meal
- Meat products such as sausage rolls, individual pies, corned meat and sausages / chipolatas should be included only occasionally



Extra-Curricular Activities

After-school activities are provided for pupils from Reception to Year 6. These vary from term to term. In recent years they have included: choir, athletics, ballet, archery, art and craft, computer club and violin ensemble. The booking of after-school clubs is done online and separate information will be sent out as supplementary information. This is through our online system - '[Parents Evening Booking System](#)' Please click [HERE](#) once clubs go 'live'

Booking of Extra-curricular activities

- After School Clubs – Clubs will be available from **Monday 31st October 2022**
- Timetable of activities will be sent out shortly.
- Parents are expected to pay for clubs when prompted or risk losing their place.
- For over-subscribed clubs, places will be allocated on a first come first served basis.
- Please note that for some paid clubs the activities have different start times, if your child's club does not start until 4pm or later you will need to book them in to the After-school care for that short period of time.
- When selecting a club your child is expected to attend for a full term and if they are unable to attend you must let the staff member know. It is not possible to collect pupils half way through a club unless there is an emergency, in which case you must ring and let Reception know so that your child can wait in the After-school room for collection.
- **All clubs are booked** via our '[Parents Evening Booking System](#)' Please click [HERE](#) once clubs go 'live'

This is accessed on line only. LOGIN is dependent on the information you provided on the original student registration form.



The Royal Wolverhampton School

Parents Evening System

Welcome to the The Royal Wolverhampton School parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title First Name Surname

Email Confirm Email

Student's Details

First Name Surname Date of Birth 1 January 2010

This app is available to download on all android/iso devices. The Royal uses a programme called 'School Gateway' for all our communications and online payments via bank transfer, credit or debit card. You will also be able to see your child's attendance records, timetables, merit points and meals.



- Should you wish to book your child into prep the following charges are as follows: First Session 3:30pm/3:45pm – 4:45pm £4.00, 4:45pm – 6:00pm (including a snack) £6.00 - you may use this facility after **20th September 2021**
- Please remember that we ask that if you require prep, 7 days notice is required in order that staffing can be allocated accordingly. Late bookings will mean that charges are doubled to £8.00 up to 4:45pm and £12.00 from 4:45pm – 6:00pm
- Please note that **all clubs are paid through our School gateway**. After-School Care (Prep) is **booked and paid for through School Gateway**.

Parking at The Royal School



Parking around the school site can be challenging. To ease congestion, we would ask all parents to follow guidelines: -

- It would be a great help if traffic flow was directed in a 'one way' system during drop off and collection times. If all traffic wishing to use Goldthorn Road or Claremont Road approached Via the Penn Road this would greatly assist in easing this congestion. Parents would then be able to drop off children and continue in the same direction. Turning in the road should be avoided at all times as it causes a severe backlog very quickly.
- In addition, using Lyndhurst Road in the opposite direction, so that we have a return route to the Penn Road, would further support this.
- Additional parking is also available at TESCO supermarket where we have an agreed arrangement for parents to park and walk.
- Please be aware of new parking around the site. Where there are yellow lines with a kerb marking this means NO WAITING or STOPPING at that point for any period of time, this risks a penalty, and we would not want any parent to fall foul of this.
- If possible, please consider parking away from the school and walk. If you are remaining in your vehicle please turn all engines off and consider the pollution it causes to the environment, residents, parents and children.
- Please do not park in **Claremont Mews**
- Please do not walk through the 'vehicle exit' gate
- Please use the zebra crossings and **not cross** in between cars

