



The Royal School

Wolverhampton

Developing the Individual

Handbook for New Primary Parents



2024/2025

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The Royal Primary School

Primary Head's Welcome

Firstly, a huge warm welcome to you and your child to The Royal Primary School. At The Royal, we are committed to providing high quality early years education, which gives children a secure and confident start to their school life and nurtures a lifelong love of learning. We hope the information in this booklet is useful in preparing you and your child for joining us in September. We are really looking forward to meeting your little ones!

Home / School communication

It is very important that you keep the school office informed with the most up to date contact telephone numbers and emails for you and your nominated emergency contacts in case we need to contact you regarding your child. At The Royal we use our School Gateway communication app to send messages, emails, letters and documents straight to your smartphone; therefore it's vitally important you download the app onto your phone and make sure we have your most up to date details.

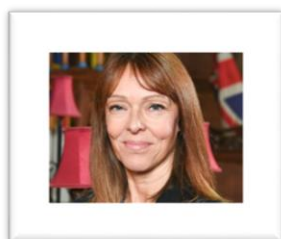
At The Royal we use the school website to keep parents informed of key events and key information such as assembly dates, school term dates, contact details, Governing Body information, school policies and much more. In addition, our weekly primary newsletters are posted on the school website on the day of publication and also sent out by email. We would encourage all parents to check the school website regularly for updates: <http://theroyalschool.ovw9.devwebsite.co.uk/>

Working in partnership with parents

We appreciate that parents and carers are a child's first and most important teachers. We know that your children have already learnt many things from you and at The Royal we aim to work with you to build on this foundation to help your child to flourish.

Best wishes

Mrs Kathy Jefferson



Aims of The Royal Primary School

We do our utmost:

- To inspire and encourage all pupils to reach their full potential and develop a positive attitude to lifelong learning.
- To provide a stimulating, challenging environment to develop a lively and enquiring mind.
- To value perseverance, initiative, imagination, self-belief and independence.
- To develop high moral and social values and cohesive relationships with all.
- To develop self-respect and respect of others; their property, ideas, beliefs, race, creed and achievements.
- To develop a positive attitude towards concern for the environment and the protection of the natural world.

School Values

At the heart of our school, are our School Values. Assemblies each half term follow our values and it is an expectation that pupils, parents and staff, models these values in and around school.

Pupils will learn our school rap to enable them to understand and practice these values:

- **Trust**
- **Respect**
- **Initiative**
- **Community**
- **Risk**

Arrival and Departure Routines

Arrivals

All pupils from Reception should enter via the gates on Penn Road, Claremont Road or the Lyndhurst Road. Please respect the rights of access of local residents and do not block driveways. Parking on the yellow zig zag and double yellow lines is strictly prohibited by law.

Pupils may arrive from 8:00 am onwards. Reception pupils go to their playground. The school gates open at 7:59 am to allow children to be dropped off promptly at 8:00 am.

Children in Reception must be taken to the playground by their parents where they can be handed over to school staff.

At 8:25 am children will be taken into their classrooms for registration. Registration closes at 8:35am.

If for any reason you arrive after 8:30 am 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 349100 by 8:30 am. 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.

Departures for Reception Children

The school day finishes at 3:25pm and pupils can be collected from their classrooms. Year 1-6 pupils may be collected from their playground locations. Children who will be staying for after-school activities will then be taken to their clubs.

From 3:45-4:45pm all children have the opportunity to attend the various activities on offer during the school week.



Location of Primary Pupils after 3:45pm

Time	Location
3:30-4:45pm	Reception Classroom
4:45-6:00pm	Dining Room

To stay for after-school care (Prep) there is a small charge:

- 3:45-4:45pm - £4 charge
- 4:45-6:00pm - £6 charge (includes a snack and drink)

Charges cover the costs of staffing and resources used during these times. Places must be booked 7 days in advance to enable us to have suitable staffing in place.

To book after-school care, you will need to download the School Gateway app, further details can be found on the activities page.

Late Fees

Please note that if you **do not pre-book** after-school care, 7 days in advance, a late fee will incur:

- 3:45-4:45pm - £8 charge
- 4:45-6:00pm - £12 charge

Any collections after 6:00pm will incur a penalty charge of £15 for every completed 15 minutes that the child is late.

Please note there is no after-school care or clubs on the last day of each term.

Collection of pupils

If you wish for your child to be collected by a grandparent, family member or another adult, then school must be informed by phone or email prior to collection. Unfortunately, siblings will only be permitted to collect a primary school pupil if they are in Year 10 or older.

Food and Catering

Snack time

For morning break time pupils are actively encouraged to bring a snack with them. Snacks must be fruit or vegetables only. Fruit is readily available for an additional afternoon snack, free of charge, for all pupils in Reception. A drinks bottle containing water **only** should also be brought into school on a daily basis. Pupils can refresh and fill their bottles up at school from the water dispenser when needed.

Lunches

All pupils in **Reception, Year 1 and Year 2 have free schools meals** provided by the Government. Pupils have the choice of a wide variety of hot meals, vegetarian options or can have a sandwich.

School Menu

You will find all the latest and updated primary menus on the school website,
<http://theroyalschool.ovw9.devwebsite.co.uk/parents/catering>

Special dietary requirements

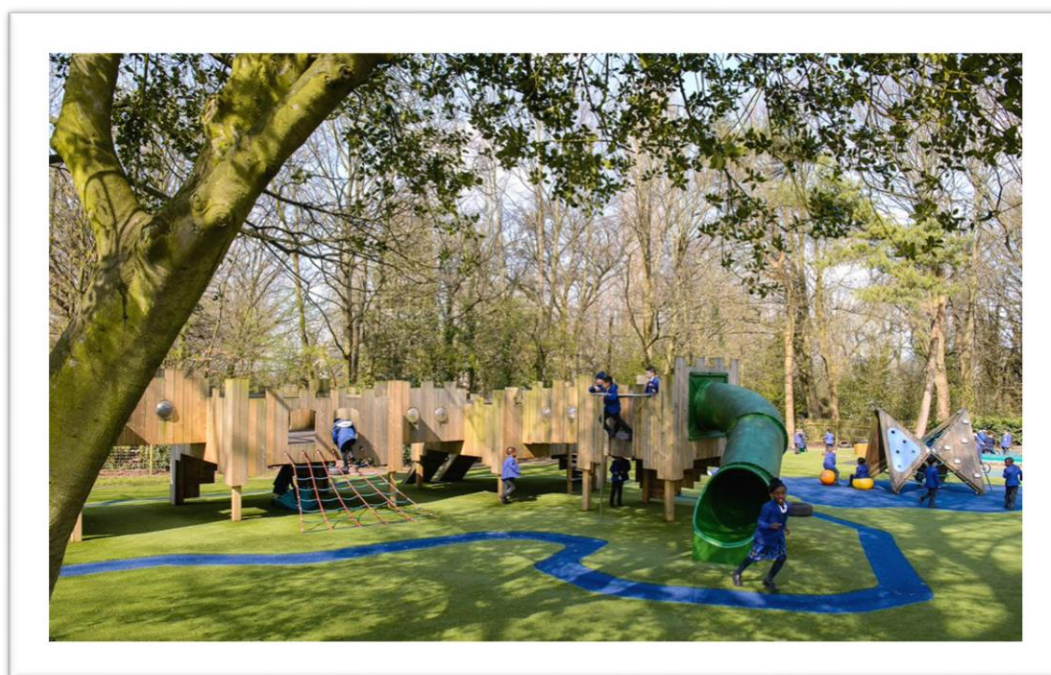
We are able to cater for the individual requirements of any pupil who must follow a special diet for medical or faith-based reasons, please ensure you communicate with the school any allergies or dietary needs as soon as possible so that we can make sure everything is in place and staff are informed before the start of term. We are a completely 'nut and traces of nut free' school and ask that all packed lunches are free from any nuts or may contain nuts on the packets.

Packed lunches

If for any reason you choose not to take up the FREE hot meal, ensuring that all children benefit from eating quality food during the school day, we ask that you follow the guidelines listed below, as outlined by the Government, when bringing packed lunches to school.

The guidelines are:

Packed Lunch Guidance	Tick list
If parents, choose to send a packed lunch 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.	
Drinks - free fresh drinking water is provided by the school. 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.	



The Security of the Primary School

The main front door of the Primary School is accessible only by the ID passes issued to members of staff. All entry through this door is controlled by the receptionists.

The doors from the playground, the Claremont Road gate, Penn Road gate and Lyndhurst gate are opened electronically at 7:59 – 8:30am in the mornings and 3:23 – 4:10pm in the afternoon, with an additional time of 4:40 - 6pm for after school clubs/prep collection.

There are electronically operated gates at the beginning of both drives. The gate at the entrance drive can be operated by the front office on request. The gate on the exit operates automatically as a vehicle approaches.

Parents wishing to gain access to the front drive may do so if permission is granted by the Head Teacher of the Primary School. Permission will only be granted in **exceptional circumstances** and will be reviewed periodically. Blue badge holders may apply for access by filling out a permission form which are available from the Primary School office.

Safeguarding Children Policy Statement

The Royal School adheres to the principles outlined in the Children Act 1989, believing that all children have a right to be protected from abuse. It is the intention of the procedures within the policy to ensure that all appropriate action is taken immediately where it is alleged that a pupil is suspected of being abused. It is important that appropriate communications and co-operations with all relevant groups take place in order to support the victim and carry out the statutory duties laid down by the Children Act and Every Child Matters.

THE PRIME CONCERN AT ALL TIMES MUST BE THE INTERESTS AND SAFETY OF ALL PUPILS.

The Royal School follows the guidance laid out in the Wolverhampton safeguarding Children Committee manual of 'Keeping Children Safe in Education (2023)'.

The policy is available on the school website.

Curriculum

In Reception, we aim to provide our children with an engaging and exciting curriculum that develops natural curiosity, awe and wonder. Our curriculum is child led, driven by their interests, needs and current attainment to ensure that all children make progress in the seven areas of learning.

Our framework is guided by the Development Matters, led by our children and enables opportunities for first-hand experiences. Our curriculum aims to engage and enthuse all learners through play in a secure environment with effective adult support allowing the children to explore, investigate and enjoy the learning experience. We help them to practice and develop ideas, concepts and skills in a unique and non-threatening way, without fear of failure.

We develop resilient, independent learners who are well prepared for their continued learning journey into KS1.

The EYFS curriculum and the Foundation Stage curriculum areas:

Prime Areas

- Personal, Social and Emotional development
- Communication and Language
- Physical development

Specific Areas

- Literacy
- Mathematics
- Expressive Art & Design
- Understanding the world

Confidence and independence are developed by pupils, at all stages of their development, being given the opportunity to perform in assemblies or productions.

Our School Council gives pupils the chance to express their own ideas and develop a greater sense of belonging. The School Council plays a vital role in the decision-making processes of the school which directly impact on the pupils themselves.

Swimming is introduced from Reception onwards.

Reading for pleasure

Fostering a love for reading from the earliest years is essential for laying a strong foundation for literacy. For reception children, especially, instilling a joy of reading sets them on a path toward academic success and a lifelong love of learning. Recognising this, as a school we prioritise reading for pleasure as a fundamental aspect of early childhood education.

To promote reading enjoyment amongst our reception children, each classroom has an inviting reading corner. In our reading areas, children are encouraged to browse through the books, select ones that pique their interest, and explore them at their own pace. This freedom to choose promotes a positive attitude towards reading and encourages children to take ownership of their learning journey.

During our weekly library visits, children are encouraged to explore the shelves and choose a book of their choice. In addition to our school library, we've implemented lending libraries across different areas of the school. These mini-libraries offer our pupils the convenience of borrowing books to enjoy at their leisure.

Assessment

Assessment in Reception is precise, sharply focused around identifying and tracking vulnerable learners to ensure provision and support can be scaffolded up to their needs. Assessment including daily observations are monitored and used to secure timely interventions and support, based on a comprehensive knowledge of the child. This assessment informs, enhances and develops our long term plan each term through the use of data analysis, gaps and strengths are highlighted to provide a focus for adult led planning, continuous provision planning and objective led planning for the half term ahead. Parent and carers voice is essential and we value the sharing of learning that takes place both in and out of school

Pupils in Reception will complete a baseline assessment known as the Reception Baseline Assessment (RBA) within the first six weeks of their start date. The purpose of the assessment is to provide the starting point for a new measure that will help parents understand how well schools support their pupils to progress between reception and year 6. The RBA is a short, interactive and practical assessment of your child's early literacy, communication, language and mathematics skills when they begin school, using materials that most children of your child's age will be familiar with. The RBA is not about judging or labelling your child or putting them under any pressure. Your child cannot 'pass' or 'fail' the assessment. Its main purpose is to create a starting point to measure the progress schools make with their pupils. The RBA will provide an opportunity for your child to have valuable one-to-one time with their teacher at an early stage, so the teacher can get to know your child better. It will provide a helpful snapshot of where your child is when they enter reception, so they can be supported in the most appropriate way.

Parents' Evening

There will be three planned parent meetings through the year to discuss the progress of your child. These meetings are extremely important. These may be held in person or using a virtual platform and information will be shared with you at the relevant times through the year. Our communication at these meetings includes the children, who are strongly encouraged to come with you. 100% attendance is our goal!

Homework Guidance for Parents

Introduction

At The Royal Primary School, we believe that homework should be fun and engaging and can take many different forms. Wider learning can contribute to a pupil's development and attainment and is an important part of developing a well-rounded child.

Aims:

Through homework, we aim to:

- Give pupils the opportunity to extend their learning in areas of personal interest
- To encourage children to develop the confidence, independence, self-discipline and motivation needed to study on their own and prepare them for the next phase of education
- To set homework that is relevant and meaningful for the child linked to work done at school
- Make expectations about homework clear
- Provide opportunities for parents and children to work together, thereby, fostering an effective partnership between home and school

Why do we value homework?

Children benefit greatly from the mutual support of parents and teachers in encouraging them to learn both at home and at school. By valuing home-school learning, pupils are afforded the chance to practice skills, consolidate understanding of work covered in the classroom and to widen their own interests. Encouraging good study habits provides an opportunity for pupils to develop self-discipline and the ability to take responsibility for their own learning.

Principles

- The amount and difficulty of homework is tailored according to the child's age and ability.
- Sufficient time is allowed for the completion of homework to allow for a healthy home/school work balance.
- As the children progress through the school so the amount of homework increases.
- High expectations for neat presentation are in place to ensure that children maintain a similar high standard of work at home as in school.
- Homework should be linked to previous learning and key skills and must be meaningful and relevant.

Homework Activities

Our Creative Curriculum homework is designed to build upon the concepts and skills that pupils have been learning across a range of subjects.

In addition to daily reading and weekly spellings, we set half-termly homework for each year group in order to provide a range of engaging activities for the children to choose from to motivate and inspire them into becoming independent learners.

- We offer a choice of homework tasks that can be completed in any order.
- One task is to be completed in the children's homework books each week.
- By the end of each term, the children will have completed a minimum of 5 homework tasks.
- Children receive a new set of activities at the beginning of each half-term.
- Staff will provide verbal feedback and ensure opportunities for their work to be shared with their peers however they will not be formally marked. On occasions work may be given rewards such as stickers/house points/merits.

Alongside the Creative Curriculum homework, pupils may be asked to complete a specific Literacy or Maths task to consolidate and reinforce basic skills and understanding in these 'core' subjects.

A breakdown of how homework is structured in each year is provided below. This has been designed to encourage a gradual progression of skills and expectation so that by the time children reach Year 6 they have established a clear routine in preparation for secondary school.

Year Group	Activities
Reception	Reading/sharing books with parents/carers at least 3 times weekly and recording in the Home-School Diary. Books changed once a week. Handwriting – focus letter each week. Children may be given additional 'top-up' practice of phonic sounds and/or common exception words or some practical mathematics activities to rehearse new skills at home.
Year 1	Reading/sharing books with parents/carers at least 4 times weekly and recording in the Home-School Diary. Books changed twice weekly. Spellings – 5-10 words to practise at home each week. Phonics – Sound of the Week and Alien Word activity will come home once per week.
Year 2	Reading - with parents/carers at least 4 times weekly and recorded in the Home-School Diary. Maths - Learning of multiplication facts 2, 5, 10 using Times Table Rock Stars. Cornerstones - 6 tasks per half term linked to topic, with a wider curriculum focus. Spellings - A spelling list will be provided each week to be practised. Individualised - Children may be given a specific literacy and/or numeracy activities to support their learning in class or small group sessions.

How you can help your child with their homework

The school will also provide clear and regular reminders of their expectation when it comes to homework. As a school we hope that you will find this guidance helpful in supporting your child fully with their homework.

You can show you value your child's homework by:

- providing a suitable place in which your child can do their homework .

- making it clear to your child that you value homework and support the school in explaining how it can help learning.
- encouraging your child and praising them when they have completed work set.
- ensuring work is complete and returned to school on time.
- checking your child spends a suitable amount of time on homework.

Additionally, you can support your child's development through:

- visits to museums etc.
- cooking with them.
- taking your child swimming.
- playing games, e.g. board games, cards, ball games.
- watching informative TV programmes together.
- providing opportunities for craft activities, e.g. cutting, sticking, sewing, painting etc.
- gardening and growing plants.
- using the internet to research something with your child (following guidelines for safe internet use).
- talking to your child about schoolwork, their day, what they have been learning about and how they have been learning.

Remember: Homework is about reinforcing, practicing and confidence building...

Enthusiasing your child about undertaking homework and modelling the high value of homework to them is of key importance. Make it fun!

Restorative Practise Behaviour Policy

It is expected that at all times staff will encourage the highest standards of collective and self-discipline. We strive to promote attitudes and values necessary for our pupils to contribute to their own personal development and that of their peers and school at large.

- All pupils have the right to a calm, purposeful working atmosphere.
- All pupils have the right to a safe, secure environment, free of the threat of ridicule or bullying.

Class teachers play an integral role in the life of the pupils. Their responsibilities include:

- Giving rewards and sanctions.
- The pastoral well-being of their charges.
- The registration and organisation of their pupils.

Positive discipline is used to underpin all of our practices. We operate several schemes in Primary School for the positive disciplining of our students.

House Points

All students are allocated a house on arrival in Primary School. The houses are Balmoral (Red); Buckingham (Blue); Sandringham (Yellow); Windsor (Green). House points can be given for the following – not exhaustive – list of achievements: polite and courteous behaviour, good work, answering questions correctly, effort, playground behaviour. The house points are totalled each week and then the pupils are given updates weekly. There are competitions held in the performing arts, creative and sporting activities. House Cups/Shields are awarded and presented at the end of each year for success in these areas. Teachers avoid removing house points unless in exceptional circumstances such as persistent poor conduct.

House badges are issued in Year 1. If lost or misplaced, replacement badges can be purchased for £2.50 each.

Merits

These are awarded for **exceptional** work, conduct or accrued house points.

- 25 stickers = merit badge
- 50 stickers = bronze merit badge
- 75 stickers = silver merit badge
- 100 stickers = gold merit badge

Courtesy and Good Manners Award Scheme

We strive to create an atmosphere of respect and politeness throughout the school. This award is one of the most highly sort out and praised. Pupils can be nominated by members of staff and their peers for pupils demonstrating good manners and courteous behaviour. Those nominated will be awarded a courtesy badge in assembly.

Playground Buddy System

During break times, pupils take turn to be the playground buddy. Their job is to help pupils who need support or assistance, mediate, and encourages others to get along. Pupils who provide this role regularly are rewarded with a playground buddy badge in assembly.

Sanctions

Although rarely required, sanctions are available to maintain good discipline and uphold the learning experiences of all children. We are conscious of maintaining a child's self-esteem and we make it clear through discussion that it is a pupil's behaviour and never the pupil that is unacceptable. Sanctions can be imposed following restorative practice with the pupils and their form teacher. Examples can include loss of break-time (tasks conducted over a break session), comments in reading diaries, specific monitored behaviour targets. It is vital that pupils know the consequences of their behaviour and it is also most important that they develop a reflective and restorative approach that goes towards reparation and builds a sense of community.

In exceptionally rare circumstances, the school will contact parents to discuss the conduct of their child and parents may be required to come into school to discuss the issues with their child's form teacher, Year Group Leader, Phase Leader, Inclusion Manager, Assistant Head, Deputy Head and/or Head of Primary School.



Competition Houses, School Council & Prize Day

Competition Houses

There are four competition houses for the children in Reception to Year 6. On entry each child is placed in a house. Siblings are placed in the same houses wherever possible.

Balmoral	-	Red
Buckingham	-	Blue
Sandringham	-	Yellow
Windsor	-	Green

House Captains and Vice-House Captains are appointed in Year 6.

Interhouse competitions are held throughout the year in a wide variety of competitions including sporting, performance and academic.

School Council

Starting in Year 2 representatives from each class are chosen to be members of the School Council. They meet together every half term to discuss matters or concerns raised by their fellow pupils and they have a direct input into some of the decision-making processes of the school.

Prize Day

This is traditionally held on a Saturday in June. The ceremony is held in Chapel. All prize winners are expected to attend. A noted speaker is asked to present the speech for the day and these have included such luminaries as Harold Macmillan, Benedict Allen, Karen Pickering and local Members of Parliament.

Prizes are not announced until the actual ceremony. The ceremony is open to families of the prize winners and is followed by refreshments in Clarence House.

Excursions and Trips

All parents are required to complete and return a blanket consent form at the start of the academic year. Pupils for whom the form has not been returned will not be taken out on trips.

The same standards of behaviour are required on school trips as are expected in school.

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 completed online and separate information will be sent out as supplementary information.

Booking of Extra-curricular activities

- Timetable of activities will be sent out at the end of the term or during the holidays.
- 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 must let the staff member know. It is not possible to collect pupils halfway 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.

Collection from Clubs

- Clubs finish at 4:45pm and all pupils are collected from the primary school playground.
- If you are running late, you will find that any pupils that are not collected will be taken to the prep room, (side entrance to the dining room). If you are more than 10 minutes a late charge will incur.
- Please inform Reception via an email or phone to let them know if you have asked someone else to collect, siblings must be **Year 10** or older to collect your child.

Health Matters

Medication in school

It is preferable that medication is given at home. There are times however, when medicine will need to be administered in school. We will only administer medicines that have been prescribed by a doctor for the most current ailment. A consent form must be signed by the parent before we can take receipt of the medication. A small refrigerator is available for the safe storage of prescribed medication.

We have a nursing sister on duty throughout the day. She is based in the Medical Centre in Senior School and she will be on hand to assess any accidents which occur, other than the usual playground bumps and grazes. In each Key Stage, there are several members of staff with first aid qualifications.

Stomach upsets

Please note that children should be absent from school for **48 hours** following the last incidence of sickness or diarrhoea. Following their return, pupils will not be permitted to swim for a full 7 days. All children are expected to attend all swimming lessons unless they are prevented from doing so for medical reasons. A doctor's note may be required if children miss more than 2 consecutive swimming lessons.

Accidents

Should a child receive a bump to the head parents will be notified, either completion of a green medical slip or phone call home, however minor the event. Should there be signs of bruising or distress, parents will be contacted and invited to come into school and check their child. For more serious bumps and grazes, parents will be contacted and informed of the incident. Please understand that although this may seem to be over cautious, we must err on the side of caution.

In the case of a serious accident, we will call an ambulance first and parents second. The safety and well-being of the pupil is our primary concern.

Should your child become ill during the course of the day, we will contact parents and ask them to collect. If your child is uncomfortable enough to warrant a dose of Paracetamol in the morning before school, we do ask that you consider keeping your child at home. If this is not possible, please inform us that your child has received medication before coming to school. Paracetamol and other home remedies can mask more serious underlying conditions.

Infectious Diseases

In the case of infectious disease, we do ask that you inform the school immediately once the condition is diagnosed. If your child is infectious, please do not bring them into school.

General Rule of Thumb

If a child is not well enough to go out on the playground, they are not well enough to be in school. Special allowances will be made in exceptional cases. i.e. broken limbs.

Sport

It is an expectation that all pupils will take part in weekly swimming and PE/Games lessons. They must have the correct kit in school. If your child is unable to take part due to ill health, you must put this in writing to the teacher to excuse them from the lesson. If they miss more than 2 lessons a Doctor's note will be required. Pupils should only have Velcro fasteners on trainers until they can learn to tie their own laces.

Watches

Pupils are welcome to wear watches to school providing these are analogue not digital but must be removed for all sports activities and PE/Games lessons. No Fitbits or smart watches allowed.

Emergency Medical Treatment

On admission to the school, all parents are required to inform us of any special health requirements their child may have, which also includes consent for emergency medical attention.

During their time in school if a child requires more than basic first aid, the school nurse will be contacted for advice. If it is felt that a pupil requires medical treatment for either illness or injury, every effort will be made to contact the parents for them to accompany their child to hospital. In the event of this not being possible, a member of staff familiar to the child will accompany them to hospital.



Attendance at the Royal School Wolverhampton

Email the Attendance Officer: attendance@theroyal.school **Informing the School**

If your child is unwell you can inform us by telephone on **01902 341230 / 349100**, ideally by **8.15am** or at **the very latest by 9.00am**. If busy, please leave a voicemail or alternatively you can send a message through School Comms. Please select **Message** on the app when you wish to do this. This will come directly through to the Attendance Officer.

Please leave the following details:

- ✓ Your child's full name and date of absence.
- ✓ Your name and relation to the pupil
- ✓ House and Year group
- ✓ Reason for absence

Parents/Guardians must call **each day** to inform us of any absence.

If you have any queries then please email attendance@theroyal.school

Lateness

PRIMARY SCHOOL: All children should arrive by **8:20am** and be on the Playground ready to go into class by no later than **8:25am**. Pupils arriving to school later than this time will be marked as Late in the Register. Pupils need to sign in late at the Primary School Reception, and parents should escort them to Reception to give a reason for this.

Pupil lateness is not acceptable. Persistent lateness will be monitored.

Medical Appointments

We require all medical and dental appointments to be arranged outside of school hours. Should there be ongoing medical appointments or the need for time off due to a medical issue then a letter stating this from a medical professional is required.

Without the appropriate notice and documentation, children will not be allowed to leave School for appointments. We require at least 48 hours' notice (unless it is a medical emergency) and a copy of the appointment card/Hospital letter must be brought into School.

Please contact the Attendance Officer if you have any further queries.

School Attendance: Helping Children and Young People to Succeed

School is an important part of the lives of children and young people. It is where they begin to develop new skills, make friendships and it helps prepare them for their future. When a child is absent from school, they can miss out on these vital opportunities and their learning, personal development and friendships may suffer. Whilst 90% is an excellent result in a test, an attendance level of 90% is poor, children are classed as persistently absent and children's outcomes in school can be badly affected. At The Royal School we consider 98% as the minimum expected attendance. Any absence that is not authorised by the school is a reason for concern.

Parents and carers have the legal responsibility to ensure that a child attends school regularly and arrives on time. Absence taken during the school term can have a negative impact on a child's education. Therefore:

Holidays in term time.

- There is no legal entitlement to holidays during the term time and this should be avoided.

Schools rarely agree to parents/carers taking their children out of school for the purposes of leave of absence / holidays in term-time. This is not an automatic entitlement and only the Principal/Head teacher can authorise this if a parent applies in advance and the Principal/Head teacher's view is that there are exceptional circumstances. **If your child misses school for the purposes of a holiday or a trip and the absence is not agreed, you may be issued with a Penalty Notice, or you may be prosecuted.**

For full guidance relating to absences from school, please refer to the school website <http://theroyalschool.ovw9.devwebsite.co.uk/parents/attendance>

To complete an absence request, please complete the 'Leave of Absence Form' found on the school website or ask at primary reception for a paper copy.

[Leave of Absence Form](#)



Primary Uniform Policy

School uniform suppliers:

Name:	Ron Flowers	Crested Schoolwear	Lads and Lasses
Address:	28 Queen Street Wolverhampton WV1 3JW	Units 26/27 Wulfrun Shopping Centre Wolverhampton WV1 3HG	50A Warstones Rd Penn Wolverhampton WV4 4LP
Telephone:	01902 429490	01902 593030	01902 334650
Website:	www.ronflowerssports.com sales@ronflowerssports.com	www.crestedschoolwear.co.uk	www.ladsandlassesschoolwear.co.uk ladsandlasses@hotmail.co.uk
Opening Hours:	Mon-Fri 9:30-5:30pm Sat 9:30-5pm Sun closed	Mon-Sat 9:30-5pm Sun closed	Mon-Fri 9-5:30pm Sat 10-5pm Sun closed
Branches:	Wolverhampton	Wolverhampton, Dudley, Walsall, Cannock, Stafford & Erdington	Penn, Codsall

Please ensure that **all items of uniform are clearly labelled** with your child's name; this is very important as we cannot take responsibility for unnamed items.

Primary Uniform – Reception to Year 2	Uniform	Items available from School Uniform supplier	Items available from other retail outlets
Mandatory; Girls Uniform	Blazer with badge	✓	
	Ramsay Hunting tartan pinafore dress	✓	
	Navy Blue cardigan with badge	✓	
	White Blouse with Revere style Collar (no tie)	✓	✓
	Navy tights or navy knee-high socks	✓	✓
	Black, plain, low heeled shoes (no boots)	✓	✓
Mandatory; Boys Uniform	Blazer with badge	✓	
	Navy Blue V-neck jumper with badge	✓	
	White Shirt	✓	✓
	Elasticated Tie	✓	
	Charcoal Grey long trousers (Summer – Charcoal Grey shorts)	✓	✓
	Grey socks	✓	✓
	Black, traditional style shoes (no boots)	✓	✓
Mandatory; Games/PE	Reversible Jersey	✓	
	Shorts	✓	
	Plain white ankle socks	✓	✓
	Hoodie	✓	
	Tracksuit trouser	✓	
	White or black trainers, Velcro fasteners (no laces)	✓	✓
Mandatory; Swimming Kit	Speedo Jammer Navy (Boys)	✓	
	Speedo Swimsuit Navy (Girls)	✓	
	Swimming Cap Blue	✓	✓
	Large towel	✓	✓
Non-mandatory Items	School coat with badge	✓	
	School scarf	✓	
	Navy blue/black gloves	✓	✓
	Baselayer	✓	
	Backpack with or without logo	✓	✓
	Kit bag	✓	✓
	Book bag with or without logo	✓	✓
	Art overall	✓	

Uniform guidance

Shoes

Shoes must be black in colour and be clean and smart, at all times. No boots are to be worn at school. During inclement weather boots can be worn to school but a change of appropriate indoor black shoes must be also provided. Trainers/trainer style shoes are not acceptable footwear when in full school uniform.

Jewellery

No jewellery must be worn to school other than simple gold or silver stud earrings (one per ear) but no other body piercings. Boys are not permitted to wear earrings or have other body piercings.

Wearing of an analogue watch from Year 2 is allowed but no digital, Fitbit, Apple, smart watches or other active devices are permitted.

Hairstyles

Hair must be kept neat and tidy, at all times. Pupils must not dye hair unnatural colours.

Shoulder length hair or longer, must be tied back for school. Hair accessories must be plain black or navy blue only. No large bows or adornments.

Shaved lines or extreme styles are not permitted.

Make up

No make-up or coloured lip balms are permitted.

No nail varnish should be worn to school.

School coats

There is a school coat with badge that is both practical and smart which can be purchased from the uniform suppliers. If you are unable to purchase a school coat then the alternative must be plain navy blue, royal blue or black, with no large logos or branding.

Head Coverings

Hats, scarves and gloves must be a plain dark colour such as navy blue, royal blue or black. All religious head coverings must be plain navy blue, royal blue or black colour only, no adornments or embellishments.

During the Summer, sun hats and caps can be worn however they must be plain navy, royal blue or black in colour.

Summary

We are very proud of the school uniform, and it forms a key part of our school identity. Failure to follow the schools' uniform policy and guidance may result in your child being withdrawn from representing the school at sporting fixtures or attending school trips.

Examples of Primary Uniform



Pre-loved Uniform

We have a wide range of laundered second hand primary and senior uniform available to purchase at discounted prices. Please contact preloved@theroyal.school to check availability of stock. For further information or to complete an enquiry form please go to the school's website <https://theroyalschool.co.uk/>.

The Royal Primary School

Communication with Parents and Carers Policy

An effective partnership between school and home is essential in ensuring that all children can achieve their full potential. Timely and effective communication is a requirement of this partnership. This policy aims to outline the partnership between School and parents by defining both formal and informal communication opportunities. The term 'parent' refers to those who have responsibility for a pupil whether that is a birth parent or guardian.

Communication Opportunities

There is a wide and varied range of communication methods used by the School. The School welcomes two way communication with all parents and maintains an 'open door' as much as possible with a view to safeguarding of students.

Regular Communications from School

- Newsletters (via email)
- Parents' Termly Consultations and other Parent Meetings
- Regular progress reports
- School Website (calendar, newsletters, school news, policies, and other key information)
- Emails – through school Gateway

Communication with Teachers

Parents are welcome to make appointments with their child's teacher before or after the school day to discuss any queries or concerns. Please email the Primary Reception to arrange an appointment or call the school office to request the teacher to make an appointment. **Please do not expect to see teachers before or After-school without an appointment as they will be busy with their duties to ensure the safety of all children.** Allow a minimum of 24 hours for a response to emails.

In the interests of security:

Please do not enter the school areas beyond the Main Reception.



The Royal School, Wolverhampton
Penn Road
Wolverhampton
WV3 0EG

Primary Head: Mrs Kathy Jefferson
Phone: 01902 349100
Email: primaryreception@theroyal.school
Website: www.theroyal.school



The Royal School
Wolverhampton