

Contact Number: 01384 818945

Website: www.pens-meadow.dudley.sch.uk

E-Mail: info@pens-meadow.dudley.sch.uk

School Address:

Ridge Hill Site: Brierley Hill Road, Wordsley, West Midlands, DY8 5ST

Pensnett Site: Tiled House Lane, Pensnett, Brierley Hill, West Midlands, DY5 4LN

Transport: Dudley: 01384 814301

Head Teacher:

Mrs Marie Hunter

Deputy Head:

Mr Michal Pawlowicz

Family Outreach:

Mrs Sue Wale & Mrs Sally Cartwright

The School Day:

Ridge Hill Site: 8.45am – 3.00pm

Pensnett: 9.00am – 3.15pm

Lunchtime is between 12.00 noon and 1.00pm.

If your child is ill or absent:

If your child is ill you must inform us on the first day of their absence and also contact school transport. All parents/carers will be telephoned by 10.00am if we have not been notified of why your child is absent. Should your child have a medical appointment, please call us and notify the school office as soon as you receive the appointment. You may be asked to show appointment letters to school. We do understand that there may be times when you need to request a leave of absence for a special event. All policies are on our website. Please contact school to discuss this further.

Dinner Money:

School dinners currently cost £2.40 a day which should be sent in an envelope, clearly marked with your child's name, `dinner money` and the amount enclosed (£12.00 per week). You can pay by cash or cheque. Cheques should be made payable to `Dudley MBC` (you can pay as far in advance as you wish, dates for any absences will be carried over). If paying cash, this should be sent in at the beginning of each week (either Monday or Tuesday). If you would prefer, you can send a packed lunch. Dinner money envelopes are available on request from the school office.

Your child may be entitled to **Free School Meals**. Please apply for these using the link below, even if you are unsure whether they would be entitled to Free School Meals. Applications forms are available on request from the school office. Please note – under the current government scheme all children in KS1 qualify for a free school lunch, however it may still be beneficial to apply.

www.dudley.gov.uk/resident/your-council/council-tax-and-benefits/benefits/free-school-meals

School Uniform:

School uniform has to be ordered via the school office and is ordered termly. Uniform is worn with either black or grey trousers/skirt, and black shoes. Please can you also provide a pair of wellingtons/appropriate footwear for outdoors/forest school and also a pair of pumps/trainers for sport.

Transport:

Transport is arranged by the Transport Department and they will write to you shortly, giving you details of the taxi arrangements that have been made to transport your child to and from school. Please have your child ready and waiting when the taxi arrives, as they have other children on their route and have time constraints to keep to.

ParentMail:

We use ParentMail to communicate to parents and carers. ParentMail is beneficial to you because we can get messages to you reliably and on time, we can send messages directly to all parents and

carers at the same time and emergency or important information can be sent by text message. iPhone and Android Apps are available for parents/carers on the go. To use the latest version of ParentMail, please provide us with an email address and we can send you the link to register.

School Website/Facebook Page:

We regularly update our school website and Facebook page. Please take a look for the latest information on www.pens-meadow.dudley.sch.uk. You will also find our term dates, the school prospectus and various policies, including our complaints procedure. Please contact the school office if you are unable to access the website and would like a paper copy of any of the above.

Events:

Family Outreach encourage families to come together in both a safe and supportive space. We do this through a range of events and opportunities. We also hold celebration events throughout the year. Families are notified through flyers, website and newsletters.

Parent Evenings:

We hold two Parents Evenings a year, one in the Autumn Term and another in the Spring Term. These give you an opportunity to discuss your child's progress. We invite outside agencies and professionals to attend these who may have information of interest and support to you.

EHCP:

Your child will have a yearly review of their Education Health Care Plan (EHCP). This is called an Annual Review and you will be notified of this event. School actively encourages that all the people actively involved with a young person are present. All pupils have an Individual Education Plan, which works towards outcomes identified in the EHCP.

Communication and Pupil Information:

All our young people have a keyworker in class and will have a home-school communication book. All pupils have an All About Me Profile which captures all the important information about a young person and their needs. Any health information is also included.

Transitions:

When your child is due to move into the next stage of their education you will have an opportunity to discuss this and be involved in planning with our Transitions Team.

Home School Association (H.S.A.):

The home school association consists of parents, carers, grandparents, school staff and members of the community whose overall aim is to raise funds for the direct benefit of the pupils at school. Please see the school website for more information. If you would like to join the committee, please speak to the school office in the first instance who will pass your details onto the chairperson.