

All you need to know about Pens Meadow School

Contact Telephone Number: 01384 818945

School Office opening hours: 8am – 4pm Monday to Thursday, 8am – 3.30pm Friday

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

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

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

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

Travel Support Team (Transport): Dudley: 01384 814301/01384 816972

Head Teacher:	Mrs Marie Hunter
Deputy Head:	Mr Michal Pawlowicz
Assistant Head:	Mrs Tania Timmins
Family Outreach:	Mrs Sue Wale and Mrs Sally Cartwright

The School Day:

Ridge Hill Site: 8.45am – 3.00pm

Pensnett Site: 9.00am – 3.15pm

Lunchtime is between 12.00 noon and 1.00pm.

If your child/young person is ill or absent:

If your child/young person is ill, you must inform us on the first day of their absence and as soon as possible. The school office is open from 8am. You must also contact the Travel Support Team (transport). All parents/carers will be telephoned by 10.00am if we have not been notified of why your child/young person is absent. Should your child/young person 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. Please request a form from the school office. All policies are on our website. Please contact school to discuss this further.

Dinner Money:

School dinners currently cost **£2.40** a day which can be paid for via **ParentPay** (more details on ParentPay overleaf). If you would prefer, you can send a packed lunch.

Your child/young person 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 Key Stage 1 (Reception, Year 1 and Year 2) qualify for a **universal 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 **ParentPay** and will be available to order each term. 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. Please label all belongings for your child/young person.

Transport:

Transport is arranged by the Travel Support Team (telephone number above) 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/young person ready and waiting when the taxi arrives, as they have other children on their route and have time constraints to keep to.

All you need to know about Pens Meadow School

ParentPay:

At Pens Meadow School we use ParentPay, as both a payments system and as a means of communicating with parent/carers via e-mail, and text when needed. ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week. Once your child/young person joins our school, you will receive activation details to enable you to create a secure online account, activated using a unique username and password. If you have more than one child/young person at our school, or children at other ParentPay schools, you can create a single account login for all your children. **Any queries regarding ParentPay please contact the school office in the first instance.**

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, various forms and 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/Carers Evenings:

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

EHCP:

Your child/young person 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/young person 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. Everyone is welcome and 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. You will find more details on our school website.

Respite: If your child/young person accesses Respite/Short Breaks/Personal Assistant arrangements directly to or from school, please request and complete one of our forms to notify us when it is taking place.