

# GLENDALE INFANT SCHOOL



*Glendale Infant School*

*Headteacher - Mrs L Hopkins*

*School Brochure 2026/2027*



Glendale Infant School, Skye Close, NUNEATON, CV10 7LW.

Telephone: Nuneaton (024) 76349672

[www.glendale.warwickshire.sch.uk](http://www.glendale.warwickshire.sch.uk)

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## GENERAL INFORMATION

<b>Full Postal Address:</b>	Glendale Infant School Skye Close Nuneaton CV10 7LW
<b>Telephone:</b>	024 76349672
<b>Website:</b>	<a href="http://www.glendale.warwickshire.sch.uk">www.glendale.warwickshire.sch.uk</a>
<b>E-mail:</b>	<a href="mailto:parents.glendale@welearn365.com">parents.glendale@welearn365.com</a>
<b>Headteacher:</b>	Mrs L Hopkins
<b>Chair of Governors and Co-opted Governor:</b>	Mrs E Hancock
<b>Local Authority Governor:</b>	Vacancy
<b>Parent Governors:</b>	Mr A Pala Mrs Eleanor Corby
<b>Vice Chair:</b>	Mr Steve Macbeth
<b>Staff Governors:</b>	Mrs H Keough
<b>Co-opted Governors:</b>	Miss U Pitt Mr D Brodala
<b>Associate Governor:</b>	Mrs R Howes Mrs L Vodianytska
<b>Local Authority:</b>	Warwickshire County Council The People Group
<b>Address:</b>	Saltisford Office Park Ansell Way Warwick CV34 4UL
<b>Telephone:</b>	Warwick (01926) 410410

Glendale School reserves the right to alter and amend information contained in this booklet as circumstances dictate.



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# SCHOOL AIMS

In partnership with parents, we aim to inspire children to:

- Reach their full potential
- Develop values of tolerance and respect
- Be happy, healthy and responsible members of society

# SCHOOL RULES

Please:

- Be kind and friendly
- Be sensible and safe
- Be polite to everyone
- Always do your best
- Look after our world





## **Admissions**

Children are admitted into the Reception classes in the September following their fourth birthday. The maximum number of pupils that can be admitted to each year group is 90. If the number of children requiring a place exceeds 90 the following criteria will be used to prioritise the applications:

1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted, (or became subject to a residence order or special guardianship order).
2. Children living within the priority area who have a brother or sister at the school at the time of admission.
3. Children living within the priority area who have a brother or sister attending Croft Junior/ Middlemarch Junior at the time of admission.
4. Other children living within the priority area.
5. Children from outside the priority area who have a brother or sister at the school at the time of admission.
6. Children from outside the priority area who have a sibling at Croft Junior/Middlemarch School at the time of admission.
7. Other children from outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school. (Shortest distance = highest priority). Distance will be calculated by the straight-line measurement from the applicant's home address location to the centre point ('centroid') of the preferred school. (All measurements are subject to prepositional accuracy changes). This applies equally to those living inside and outside the County boundary.

### **Glendale Infant School - Priority Area**

The northern boundary follows Ansley Road, (excluded), Arbury Road (excluded), Charnwood Avenue (excluded), Atoll Crescent (excluded), Heath End Road and Croft Road (excluded) to Greenmoor Road. The eastern boundary then follows Greenmoor Road, College Street (excluded) and the railway line to Coventry Road. The eastern boundary then continues to follow Coventry Road (excluded) and the Bedworth By-pass to Sutherland Drive. The southern boundary cuts across the countryside from the Bedworth By-pass opposite Sutherland Drive to Bedworth Lane and then follows Bedworth Lane to the Astley parish boundary. The western boundary follows the Astley parish boundary and Astley Lane to Ansley Road.

The area bounded in the north by the railway line to the Coventry Canal, in the east by the Coventry Canal to Croft Road, the south by Croft Road, and Arbury Road to Westbury Road and in the west by Westbury Road, Haunchwood Road and Vale View to the railway line is shared with Stockingford Infant School.

**Visits by Prospective Parents** – all prospective parents are welcome to visit the school. If you wish to do so, please telephone for an appointment.

## Preparation for School – some ideas

*Some parents ask about what is expected of a child when they come into school for the first time. Whilst all children are different, parents can make the transition from home to school easier by encouraging their children to become more independent at home.*

A child learns best by doing things. Try to find the time to let him/her help you at home. Talk about what you are doing and use every opportunity to name colours and count familiar objects. Remember that all children in school are expected to cope with going to the toilet unsupervised, to get dressed after a P.E. lesson and to put on their own coat at playtimes and home time. Please be patient and let them try to do these things for themselves at home well before they have to deal with them in school.

It is most important that children are able to communicate with others. They must be able to talk and make themselves understood, especially when they need the toilet. Please talk to your child, and encourage speaking in sentences rather than using one-word comments. Talk about things you have done together and show interest in any comments they make about pre-school or nursery.

Another important activity is reading to your child every day. Children enjoy joining in with the words of a familiar book or rhyme and will learn that the squiggles on a page are words. A positive attitude towards books will help them to learn to read more easily in school.

Children must also be able to co-operate with others. Learning to share and take turns is a basic requirement for all pre-school children. Parents can encourage this by playing games with their children and letting them play with other children under supervision.

Before children can learn to write clearly they must have good control over their hand movements. Playing with playdoh type materials, using children's scissors and drawing with felt tips or crayons will all help to develop their control. Please write your child's name on their paper, using a capital letter **only** at the beginning of the word.

Once at school, it is important that children are well rested so that they can concentrate and cope well with lots of activities. Children aged 4 should be going to bed at around 7.00p.m., with a children's cd playing if necessary. At this age, they should not have access to a television or games console after this time, even if turned off. Parents should be particularly aware of age limits on films and games, as unsuitable viewing material can prey on young children's minds. Be especially mindful of the unsuitability of the content of some early evening 'soaps', or console games, as children often watch quietly and confuse reality with storylines.

Good luck!

## School Organisation

Classes are generally organised into year groups. The teachers in each year group work closely together, with one teacher having responsibility for co-ordinating the work for the year. Teaching assistants deliver individual and group interventions, so that all children can achieve well.

In addition to year leaders, there are also members of staff with special skills who take responsibility for developing areas of the curriculum. These include mathematics, literacy, science, SEN, SMSC (Social, Moral, Spiritual and Cultural Education), art, music, R.E., I.T., history, geography and P.E.

We also have a Learning Mentor in school whose primary role is supporting children to overcome any social and emotional issues that might be barriers to their learning. These issues might be ongoing or triggered by a change in family circumstances. The work involves working with children 1:1 or in small groups and liaising with the parents/carers of the children being supported; signposting parents to additional services and support from other agencies.

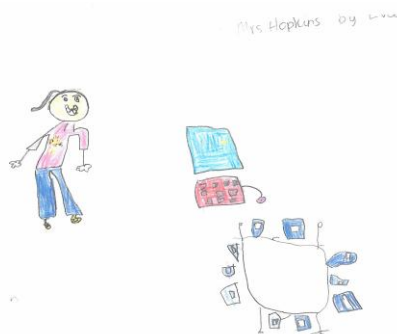
The work of each year group is topic based, incorporating the attainment targets and expectations required by the National Curriculum depending on the age of the children. You will receive a termly letter giving you an outline view of the work to be covered during the term. Further information can be found on our website.

Sex education, healthy living and safety awareness are included as part of Personal, Social and Health Education, (PSHE) and Science. The school has a 'Protective Behaviours' week in the Summer term, when the emphasis is on personal safety, which includes the correct naming of private parts of the body, and elements of the NSPCC 'PANTS' programme.

There are no formal sex education lessons, but children are taught how to look after their bodies, and be safe. Any direct questions will be answered honestly using anatomically correct terminology, but with the age and understanding of the child taken into account.

All curriculum policies and guidance are available for viewing at school. Please call into the office if you are interested in any particular area of the curriculum.

There are three opportunities for parents to formally meet with their child's teacher each year, although teachers are always available for 10 minutes before and after school to exchange information.



## The School Day

**Times** - classrooms are open at 8.50am. Children should be in the classroom by 8.55am, ready to start work at 9.00am.

**Reception gate** - please note that the gate round to the reception classes is opened at 8.50am. and again at 3.20pm.

**For Reception** - the morning session ends at 12.15 noon, and the afternoon session is 1.25 – 3.30pm.

**For Y1 and Y2** - the morning session ends at 12.30pm, and the afternoon session is 1.40 – 3.30pm.

Please note that parents are responsible for their children before and after the official timings of the school day, even when the children are still on site.

There is a 20-minute playtime session during the morning, when fruit is available for the children to eat.

**Drinks** - children are encouraged to bring a still drink, preferably water, in a **named, unspillable** bottle, (a 'sport' bottle – not a screw cap), for use during the day. As part of the 'Healthy Schools' network we advocate water as being the most healthy option. **Fizzy drinks are not allowed.**

**R.E. and Assemblies** - an assembly is held at about 3pm, three days per week. The assembly is broadly Christian, including moral and social stories, some stories from other faiths, promotion of spiritual awareness and items to inspire awe and wonder at the world around. The children are encouraged to have respect for other people and different faiths.

R.E follows a similar pattern with the emphasis on Christianity, and an introduction to the beliefs of others from around the world. We hope to encourage tolerance and understanding amongst all our pupils.

Parents wishing to withdraw their child from Religious Education and/or Collective Worship should notify the school in writing, stating the reasons for their request.

Each class will take an assembly during the Spring and Summer term, to which parents are invited.



**Lunchtime** – all our children are entitled to a school meal, at no cost to parents. The meals comply with school dinner regulations and are freshly cooked on the premises. Our mid-day supervisors will encourage children to eat their dinner but will not make it a point of contention, as we want the children to have a happy social break from their learning. You can, of course, send sandwiches if you wish.

In the morning, the children choose their main course from 4 options, including a vegetarian option, and a sandwich choice. Fruit and bread are served daily.

**Low Income School Allowance: 'Get Into It' funding** - If you are in receipt of certain benefits, i.e. job seekers allowance or income support, your child may be entitled to receive low income benefits in school. You will need to apply for Free School Meals in order for the school to check your eligibility. The school receives extra funding for children from families on low incomes, and this helps us to provide extra support in school.

Once eligibility is confirmed, families are entitled to financial support for after school activities, school trips and visits, and for academic support when needed. This funding can also be used for out of school activities, such as 'Rainbows', dance lessons, football training etc. On first registration, each child also receives a £35 school wear voucher, so that they can have badged jumpers to wear in school.

Please register in the August before your child starts in school with the Free School Meals Office using the following contact details:

Telephone: 01926 359189, or  
Online: [www.warwickshire.gov.uk/freeschoolmeals](http://www.warwickshire.gov.uk/freeschoolmeals)

You will need to renew every year to continue your eligibility. (Claimants can be randomly checked for eligibility). Get Into It funding will only be available to parents once eligibility has been confirmed.

Children do not have to take a school meal every day if they register, but the school will receive funding to support your child in school.

**Packed lunch** - please note that the school cannot safely deal with glass bottles, hot liquids/food or canned drinks in a packed lunch. Plastic beakers and water are provided for the children, but **no cutlery**. (*Please remember to send a spoon for yoghurts*).

**Late Arrivals/Late Collections** - the school operates a 'Late Book' system whereby any child arriving after 9.00am. must report to the office, where a record is kept as to the reason for the lateness. Regular lateness has to be reported to the WAS - Warwickshire Attendance Service - and constitutes as an unauthorised absence.

If there is no-one to collect within 10 minutes of the pick-up time, he/she will be put into our After School club whilst we try to contact you. The charge for this will be the same as the after school late pick up charges of £15 for every 15 minutes or part thereof.

If there is no-one there to collect a child at the end of an after-school session, then we follow WCC guidelines. Please make sure you keep your contact numbers up to date as the guidelines recommend that the school tries all contact numbers, and if no one can be reached, we then contact Social Services, followed by the Police.



### **Attendance:**

Our whole school attendance for the academic year 2024/25 was 96.0%. Authorised absences 2.88%, unauthorised absences 1.12%.

**Absence** - if your child is absent from school, we need a telephone call from you on the morning of the absence - 02476 349672. Lateness and absences have to be noted on the school register.

**Unauthorised Absences and Lateness** - have to be reported to the WAS - Warwickshire Attendance Service.

**Please be aware that we will contact you by phone to find out the reason for absence, if you have not contacted us.** For children with high absence figures, this will mean same day contact. If contact cannot be made, we may attempt to visit you at home.

If your child has an appointment and it is necessary for him/her to leave school early or arrive late, please let us know beforehand and bring or collect your child from the office. Evidence of appointments is requested, photocopied and kept on file.

**Holidays** – Head Teachers cannot authorise absences for holidays taken during term and are only permitted to grant leave in **exceptional circumstances**.

Please complete an Application for Leave of Absence form, available from the office, to notify school of any planned absence.

Absence because of 'Exceptional Circumstances' can also be applied for through the office.

**Home time** - Reception children will be released when a parent or other known responsible adult is there to collect them personally. **Please note that anyone collecting will need to be at least 16 years old and teachers will challenge this if in doubt.** Therefore, we need to know who is going to pick your child up on a regular basis and be informed, in writing, if this arrangement changes.

**Homework** - parents are asked to read with their children on a regular basis. Books are sent home everyday, and parents are asked to record which pages they have read in their child's

reading record, when they hear their child read. This book can also be used to send other messages into school. Spellings are sent out weekly in Y1 and Y2 to be practiced. Children are sometimes asked to complete a 'Home Learning Challenge' usually related to the topic or as part of basic skills in literacy or numeracy.

**Early Bird Club** - we operate an Early Bird Club every morning from **8.00a.m. to 8.50a.m.** This is ideal for parents who wish to drop their children off early. Children can be dropped off between 8am and 8.30am, the cost of each session is £4.00. The club is run by experienced classroom assistants. Your child will need to be registered to attend Early Bird and you will need to book your session via school money by the Thursday of the week before.

You will need to take your child through gate 1 on Skye Close (by the bike shelter) and to the Reception gate (past the school office).

**After School Club** - we also operate an After School Club every afternoon, which runs from **3.30p.m. to 5.20p.m.** Charges are **£3.00** per child **3.30- 4pm**, **£7** per child **3.30 – 5pm** and **£10** per child **3.30 – 5.20pm**. Children receive a drink and snack when attending after school. Children will be brought out to the Reception gate for collection at the end of their session.

**Your child needs to be registered to attend and bookings will need to be made a week in advance with payment via school money. Bookings will close on the Thursday of the week before, late booking requests will not be accepted.**

Please collect a registration form and information pack from Early Bird/After School. Booking forms are also available from Early Bird/After School.

Children who are booked into after school, **regardless of which session**, and are late being picked up, will incur late pick up charges of £15 for every 15 minutes, or part thereof.

**Bookings are to be placed via the School Money payment system, details for using this will be sent out during your child's first week and the user guide can be found on our school website.**

### **Refunds**

**If your child is absent from school due to illness then we will offer a refund back onto your account.**

**Any cancellations on the day for reasons other than illness will not be refunded.**

Glendale Early Bird and After School club aims to create a warm and welcoming environment in which children feel safe and secure. The children should be able to relax and join in with a range of activities.

**Out of Hours Activities** - the school regularly offers out of hours activities, which may be charged for. These could include sports, science and art clubs.

***Please note that whilst we take every precaution to ensure the children's safety, no activity is 100% safe.***

## **Children with Special Educational Needs**

The school is organised with mixed ability classes but the work is carefully matched to individual children. We also employ teaching assistants to support children either within the classroom or as part of a small group. In this way we ensure that all children have access to the curriculum and achieve success in their learning.

If we think your child has special educational needs the class teacher will discuss this with you before making a referral to Mrs Clark, the school Special Educational Needs Coordinator. We will then make arrangements for a modified curriculum in the classroom. The class teacher will regularly discuss with you how we can work together to give your child the support they need and ensure that they feel happy and safe within school. Planned targets and support will be recorded on a Graduated Action Plan (GAP) which will be shared with you and reviewed by the class teacher.

Sometimes we will ask additional professionals, such as Speech and Language or the Specialist Teaching Service to observe children within school and advise us further. Very occasionally, following discussions with different professionals, teachers and parents, a child will need an EHCP – Education and Health Care Plan which is a formal recognition of their difficulties from the Local Authority. We also have a Specialist Resource Provision, specialising in supporting children with communication and interaction difficulties. Children are able to access this provision through the local authority.

## **Pupil Premium Money**

Glendale received £121,030.00 in 2025/26. This money was in addition to our normal funding which is based on the number of registered free school meal children we have in school. The money benefits all children who need a bit of extra support, in targeted areas of the curriculum. We are always grateful to those parents who are in receipt of benefits who apply for free school meals.

Planned use of the Pupil Premium funding includes a range of intervention programmes to support children with maths, phonics, reading and writing. We may also provide counselling, funding towards out of hours activities, vouchers for school uniforms, and social skills programmes. A more specific breakdown is available on our website.

## **Pastoral Care**

The school is responsible for the care and welfare of your child during the school day. However if there is an accident or your child becomes ill we will contact you. Please make sure you give us your contact numbers and keep them up-to-date. Thank-you.

## **Behaviour**

We expect the children at Glendale to behave well, to share with each other, to co-operate and generally act with consideration for others. Sometimes this is not so, and we will ask to see the parents of children who are regularly unable to socialise with others, or who are involved in a serious incident.



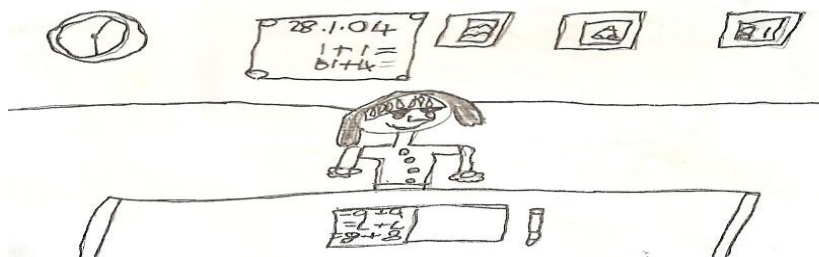
## Child Protection

Our first priority is the wellbeing of your child and we have a statutory duty to contact Social Services with any serious concerns about a child. Please see below.

***'Under the Education Act 2002 (Section 175), schools must make arrangements to safeguard and promote the welfare of children. Parents/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. Staff will seek, in general, to discuss any concerns with the parent/carer and, where possible, seek their consent to make a referral to Children's Social Care if that is considered necessary. This will only be done where such discussion will not place the child at increased risk of significant harm or cause undue delay. The school will seek advice from Children's Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later found to be unfounded. Parents/carers will appreciate that the school's Designated Safeguarding Lead carries out their responsibilities in accordance with the law and acts in the best interests of all children.'***

## Discrimination

Glendale School operates an equal opportunity policy incorporating race, gender, faith, and disability issues. Any racial incidents will be dealt with as part of the behaviour policy. However we will record all incidents and report them to you. No child will be discriminated against by reason of gender, disability, ethnic origin, or faith.



## Parental Responsibility

Biological mothers automatically have parental responsibility.

A biological father only has parental responsibility if:

- he is married to the child's mother at the time of the birth or he later marries the mother;
- if he has a 'Parental Responsibility Agreement', (a legal document), or Residence Order;
- He is formally appointed the child's guardian;
- he jointly registers the birth with the mother and is named on the birth certificate.

### **'Absent Parents'**

For those parents who do not live with their children, but have a legal responsibility for them, the school offers a package of assistance, including sending copies of reports, newsletters and other information **via email**. Please register to receive these at the office.

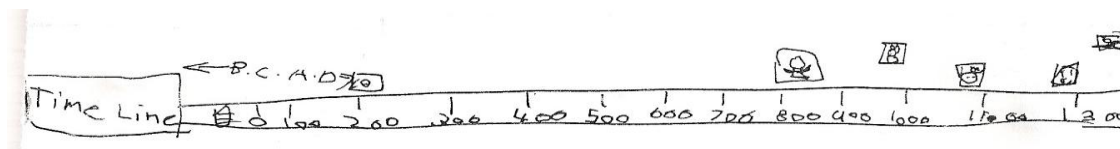
Please note that no 'absent' parent will be allowed to meet with their child in school without permission from the parent with responsibility for that day.

**School Records** - records of your child's achievements are kept in school. They contain examples of your child's work and evidence of other skills and abilities, and will be available on Parents Evenings. If you would like to see them at any other time, please contact the Headteacher who will make the appropriate arrangements.

**Data Protection** - data will only be collected, used and disclosed in accordance with the school's registered purpose of the education and welfare of your child. (See Appendix B).

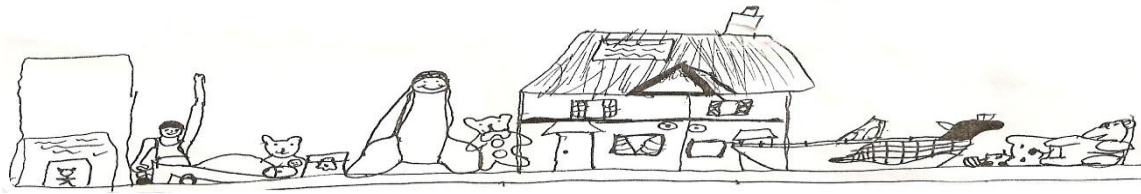
**Charging For School Activities** - in order to enrich and supplement the curriculum, the children are sometimes taken out on trips. Where these involve coach travel and/or entrance fees, the school asks parents to contribute towards the cost. While these contributions are not compulsory, if too few parents are willing to help with the expenses, the trip may not take place.

Where possible, in order to reduce costs, visits in by specialist providers are organised, when the cost to parents will be much lower. Glendale often subsidises trips from school funds, but cannot bear the full cost over the year.



**Parent Volunteers** - we welcome parents into school to help in the classrooms. This additional help to the teacher is very valuable. Parents with a special skill are particularly welcome - we can use your expertise to introduce a new dimension into the education of the children.

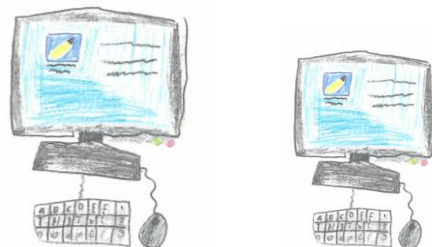
If you would like to come in and help, please see the class teacher. Adults who work with children have to be cleared by the Disclosure and Barring Services, details of which are available from the school office, to be completed on-line, for any parent willing to help in this way. Please note that parents do not normally work in their own child's class.



**Internet Safety** - the school's computers are linked to the internet. Sites are checked for suitability and the network has a system in place to vet site content. All communications are monitored through Warwickshire LA.

The internet is a part of modern life, and the children have to learn how to use it sensibly. As part of our computing curriculum they will also learn about e-safety. Parents will be invited to an internet safety awareness session every year, either here or at one of our neighbouring schools. We would advise you to attend one of these sessions, as there are many pitfalls in children using online games and social networks. Parents are reminded that no primary age child should have their own social network site.

As part of the computing curriculum, the children and staff will be posting items on the school website, including photographs. No child will be individually identified by name on the photographs.



## Health and Safety

**Jewellery** - the school discourages children from wearing jewellery in school. Should a child wear earrings, then parents must take full responsibility for any injury/damage caused by or to their child when wearing them. If earrings are worn, then **only plain studs are appropriate**.

Due to GDPR restrictions smart watches or any accessories that can take photographs or recordings of any sort are not allowed in school and will be confiscated.

Please note that under no circumstances can the school take any responsibility for valuable items brought into school.

**Medicines in School** - if your child needs an inhaler during school hours it can be kept by the teacher, in the classroom. No other medicines will be kept in the classroom - they must be brought to the school office.

We will only administer prescribed medicines, with the child's name and dosage clearly identified by the pharmacy on the container. All such medicines must be brought to the office. No responsibility will be taken if a child forgets to come for their medicine. *If you bring medicine into school, you will be asked to sign the Medicine Disclaimer Sheet.*

***Please note that children who are unwell should not be in school, and those who have suffered sickness or diarrhoea should not return to lessons until they have been clear of symptoms for 48 hours after the last bout.***

*Please make sure that we are aware of any allergies or medical conditions that may affect your child during school hours.*

**Sun safety** - children are encouraged to wear sunhats, which both shield their eyes and protect their heads from the sun. On hot days parents are advised to put sun cream on before the children come to school. The children will be encouraged to stay in the shade during the hottest part of the day.

**Photographs/Videos** - from time to time photographs will be taken of children working within the school environment. Some may be published on our own website, ([www.glendale.warwickshire.sch.uk/](http://www.glendale.warwickshire.sch.uk/)), or within the LA, but no child will be individually identified by name.

Publicity photographs taken by the press will only identify children by their first name, unless you have been contacted to give your permission for their full name to be used.

Parents are welcome to take photos and videos of their children on public occasions, i.e. class assemblies/concerts **for use within the family only**. **No photos or videos should be posted on open social networking sites.**

**Social Networking** – parents are reminded that it is illegal for children to join Facebook and other similar sites while in primary school.

Parents are also asked to note that negative comments posted on websites or blogs may harm the working relationships between home and school.

**Car Parking** - parents are responsible for ensuring their child's safety to and from school. There is often congestion before the start of school and at home time, so we ask parents who bring or collect their child by car, **not to park in the staff car park and to observe the "No Parking" area near the school gates** throughout the school year, whatever the weather.

**It is safer for the children if parents *do not* park  
in the cul-de-sacs.**

Please **think** before you park!

The police do check the area regularly and issue parking fines to offenders, which are sent through the post, supported by photographs. **Please note:** Police have advised local householders who find their drives blocked to **take car numbers** and **report** them which could result in **prosecution**.

Please be aware that the access road at the top of Skye Close must not be blocked at any time.

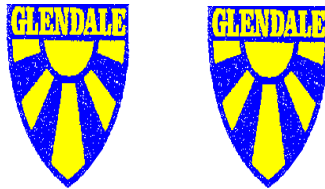
**Bikes/Scooters/Skateboards** - in the interest of safety, no bikes, scooters or skateboards are allowed to be ridden on the school site. If brought to school, **children must walk with them, once through the school gates.**

Bikes/scooters can be left in the cycle park at the main school entrance, within the school grounds. Any bikes/scooters left will be at the owner's risk and school will not be liable for any damage or loss, so you may want to bring a chain!

**Dogs** - no dogs are allowed on the school premises, **even if carried**, and should be tied up at least three metres from school entrances.

**Smoking** - as a public site, parents are reminded that, by law, smoking is not allowed on the school site.





## School Uniform

The pupils at Glendale wear a uniform and we do have a badge – although it is not essential for children to wear uniform with a badge. Uniform with badges can be bought from The Schoolwear Centre in Nuneaton town centre. (The Schoolwear Centre also offers an embroidery service on garments purchased elsewhere).

**General School Uniform** - consists of:

- Plain navy jumpers, cardigans, sweat shirts;
- Grey, black or navy trousers, skirts or pinafore dresses;
- White or light blue blouses, shirts, polo shirts;
- Sensible black shoes.

**P.E. Kit** - every child needs a pair of shorts, a t-shirt/polo shirt, and pumps with elastic or Velcro fastenings. These can be kept in school, in a draw string bag, during term time.

**Book bags** are available from the school office at a cost of £4.00.

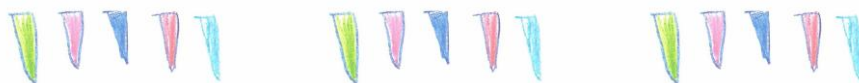
**P.E. bags** children are encouraged to bring their own which can be more easily identifiable.




**Summer Uniform** - dresses for the summer should be blue and white stripes or checks. Shorts must be plain navy, black or grey. Sandals must be flat, and securely attached to the foot.





**Second Hand Uniform** – items are available from the school.

**To make tracing lost property easier, we ask that all items of clothing be named.**

Please note that under no circumstances can the school take any responsibility for valuable items brought into school.



Item of clothing	Description	School Logo
<p>Polo shirt/collared shirt/collared blouse (required)</p> 	<p>White or light blue</p>	<p>Optional</p>
<p>Sweatshirt/Jumper/ Cardigan/Zipped fleece (required)</p> 	<p>Navy/grey/black</p>	<p>Optional</p>
<p>Trousers/jogging bottoms/ leggings/shorts/skorts/ skirt/pinafore (required)</p> 	<p>Plain black/grey/navy</p>	<p>No school logo</p>
<p>Shoes/trainers</p>  <p>Sandals/closed toe and back (with socks) (required)</p>	<p>Plain black (Velcro fastenings are easiest for young children.) Please do not buy black shoes or black trainers with laces unless your child is able to tie them independently. Any</p>	<p>No school logo</p>

<p>Summer dress/play suit</p> 	<p>Blue and white check/stripes</p>	<p>No school logo</p>
<p>Coat – suitable for the season (required)</p>	<p>Any</p>	<p>No school logo</p>
<p><b>PE kit</b> Shorts T-shirt/polo shirt Pumps for indoor and outdoor/bare feet (required)</p> 	<p>Any colour not denim Any colour (plain) Black Velcro or slip on</p> 	<p>No school logo</p>
<p><b>Book bag (required)</b></p> 	<p>NO BACKPACKS OR SACHELS due to limited storage space</p>	<p>Optional Logo bags available from the school office</p>
<p><b>PE bag - drawstring (required)</b></p> 	<p>NO BACKPACKS OR SACHELS due to limited storage space</p>	<p>No Logo</p>

## Parents Guide to Attendance

Parents are legally responsible for:

- ensuring their child receives an education
- ensuring their child attends school regularly

In order to do this, please make sure that your child:

- arrives at school on time
- attends regularly
- is suitably clothed and wearing the correct school uniform
- is in a condition to learn

### ATTENDANCE EXPECTATION IS 100%

Absences can:

- disrupt your child's education
- interfere with the school's teaching routines and damage performance
- affect friendship patterns
- encourage disaffection and harm longer-term prospects
- only be authorised for valid reasons, i.e. illness or medical appointment.

Unauthorised reasons for absence include:

- parents/siblings being ill
- birthday treats
- visiting relatives
- shopping trips
- looking after siblings
- uniform not washed/dried
- being unaware of school dates

**ALL OF THE ABOVE REASONS ARE CLASSED AS  
UNAUTHORISED**

Holidays in term time can only be authorised in exceptional circumstances as they disrupt learning and affect progress.

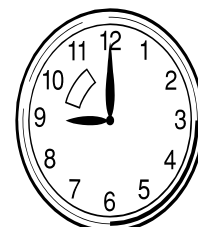
Parents have no automatic right to such leave, and holiday taken without authorisation will be reported to the Warwickshire Attendance Service.

Poor attendance in school for any reason will result in:

- Children failing to make good progress
- Problems making and keeping friends
- Disruptive behaviour
- Warwickshire Attendance Service being involved

And possibly:

- Parents being fined
- Parents being prosecuted with a possibility of imprisonment.



# Home/School Expectations

In order to ensure a strong partnership between home and school, the following needs to be observed:

## School will:

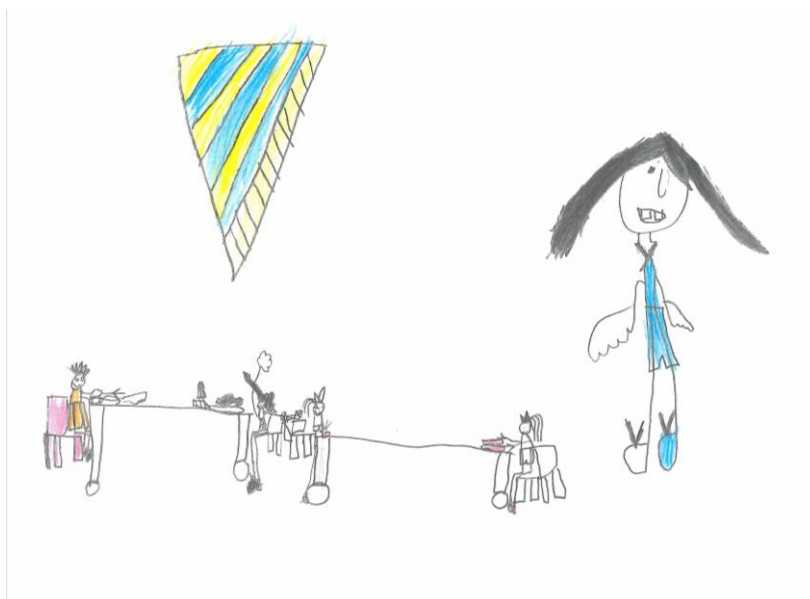
- Promote respect for other people and property;
- Keep parents informed of their child's progress;
- Encourage children to do their best at all times;
- Be welcoming and available to parents for consultation on a daily basis.

## Home will:

- Support the school by ensuring procedures and requirements are adhered to;
- Support their child by attending parents meetings, class assemblies etc., and by ensuring homework is completed;
- Keep school informed of changing circumstances.
- Ensure their child attends every day – (please see attendance guide on page 19)

## Children will:

- Keep the school rules.





## MEMBERS OF STAFF

**Headteacher – Mrs L Hopkins**  
**Deputy Head – Mrs R Howes**

**Chair of Governors – Mrs E Hancock**

Teaching Staff	Other Academic Staff	Support Staff
<p>Mrs M Ahmed  Mrs T Brindley  Mrs Z Clark  Miss L Greer  Mrs F Hodgson  Mrs R. Howes  Miss H Kennedy  Miss J Robinson  Mrs R Stanley  Mrs K Ward  Mrs S Williams  Miss L Wykes</p>	<p>Mrs M Ashby  Mrs K Boyd  Mrs J Covill  Mrs A Crockwell  Mrs L Demers  Mrs N Dudley  Miss K Evans  Mrs K Greenwood  Mr R Hancock  Mrs H Keough  Mrs M Lapworth  Mrs L Lee  Miss K Lee  Mrs H Leedham  Mrs J Mallabone  Miss C Melville  Mrs J Orton  Miss S Randle  Mrs K Rushton  Mrs C Southworth  Miss F Taylor  Miss E Thompson  Miss R White</p>	<p><b>Admin</b>  Mrs S Paintin  Miss S Barrass</p> <p><b>Caretaker:</b>  Mr G Mallabone</p> <p><b>Cook:</b>  Mrs K Dunne</p>



## **FAO: Parents & Carers - Attendance and Data Protection Notice**

To comply with the School Attendance (Pupil Registration) (England) Regulations 2024 and Data Protection expectations, it is vitally important that **Glendale Infant School** keeps accurate and up to date information relating to every pupil on roll.

The information we are required to record includes:

- Pupil's full legal name (and if appropriate, their preferred name).
- The name, address and contact details of every person known to the school/academy who is a parent\* to the pupil with whom the pupil normally resides (this is the address that has been used to register with their GP).
- The name, address and contact details of any additional parent\*.
- Any other emergency contact details.

In order to gather this information, every year during the Autumn term, we send out data collection forms. Parents are asked to complete the form with as much information as possible and then return to the school, signed and dated. We would ask that even where there are no amendments to the data collection sheet, parents return the form, signed and dated.

**Glendale Infant School** requests that if you change your contact number, move home or there are any other circumstances which may impact your child, the school is notified as a priority.

N.B. \*The Education Act 1996 defines a 'parent' as a). any natural parent, whether married or not, b). any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person c). any person who, although not a natural parent, has care of a child or young person.