



Northlands Primary School

One Community – Many Cultures – Achieving Together

Annual Parent Pack 2025-2026

For Action: Return and Complete

Please read the contents and return the below documents to the School Office:

- Data Collection Sheet
- Local Area Visits Consent 2025-2026
- Use of Images Consent Form for Schools 2025-2026
- Consent Sharing for Third Parties 2025-2026
- A copy of your child's Birth Certificate or Passport
- Authentication Permission for The School App

Please visit our School Website for all up to date information.

Dear Parents and Carers,

We are delighted that you have chosen Northlands Primary School. We understand that the start of the academic year is a very busy and special time for you and your child. We hope that with this information and guidance, we can help to make sure you have a positive and smooth start. For further information please visit our school website at www.northlandsprimaryschool.org.uk or speak with a member of our School Office Team.

Pupils joining our school?

Admissions administration arrangements for a maintain school is arranged through Warwickshire County Council and this reflects the current admissions for secondary school places. The process can be completed on line or by contacting Admissions direct on www.warwickshire.gov.uk/admissions or telephone 01926 414143.

What time is the school day?

The school day begins at 8.50am and finishes at 3.10pm.

Wrap around care is available at our school organised, managed and run by Super Stars which runs from 7.30am to 8.45am and 3.10pm-5.30pm. All pupils are welcome (booking is required in advance direct to Super Starts on www.superstarsport.co.uk. Please enter Wrap Around via the side gate on Pinders Lane promptly.

Every morning, you should bring your child into the main playgrounds via King Edward Road entrance gate and /or Pinders Lane from 8.45am. We ask that parents of Key Stage 1 and 2 pupils do not enter school so that pupils are able to settle into learning promptly. If you need to speak with a member of staff, please do approach a member of staff on playground duty.

The school day ends at 3.10pm. Please collect your child promptly from the main playgrounds. Should you wish to visit the School Office you need to enter via the main entrance on Pinders Lane: we ask that parents do not walk through the school.

Class sizes

The number of pupils on our roll is 210 which comprises of 7 classes of 30 children. Within the class, children are taught as a whole class, individually and/or small groups according to their abilities and needs.

Communication with parents/carers?

Any letters to parents are sent on a Wednesday mainly by email, class blogs on the school website are updated regularly and a termly newsletter is emailed to all parents. All information relating to school and the local community will be included in the Newsletter. All Newsletters and copies of letters to parents can be found on our school website www.northlandsprimaryschool.org.uk. Our Website/class blogs are updated regularly.

Our text messaging service is to communicate a specific message with parents. We will send a text notification for reminders about events taking place in school, cancellation of clubs and all other non-urgent messages.

Please ensure that the School Office is kept fully up to date with your telephone number and address along with other contact details. Our school complies to the new GDPR Regulations and hold a privacy notice which can be viewed on our school website.

Parent Teacher Partnership

Education is a partnership between parents and teachers. When joining our school the Home School Agreement is attached and contact between school and home is very important to help children achieve their best. Parent Teacher Meetings take place twice yearly in October and February and a full detailed written report given at the end of the academic year. If you have any concerns or issues then please share them with your child's class teacher at any time.

Absent from school?

If your child is absent please contact the school office and leave a message on the absence line before the school day starts or email admin2417@welearn365.com. If we do not hear from you and your child is absent from school we will send a text message during the morning asking you to call the school office to confirm why your child is absent. If you do not contact school this absences will be recorded as unauthorised.

The school must collect and report details of absences by law and all absence levels are monitored closely by the Local Authority Attendance Enforcement Officer.

Parents can request a Leave of Absence for exceptional circumstances (**not a family holiday**). The head teacher will consider each request on an individual basis taking guidance if required from the Local Authority.

If your child becomes ill in school we will contact parents/carers if we feel medical attention is needed and you are required to collect your child immediately.

Returning from being ill

Children returning to school after illness should clearly be fit to do so and free from infection. School follow the local health authority guidance for infectious illnesses and incubation periods. Children must be off school for 48 hours following the last time they vomited and/or had diarrhoea before they attend school again to prevent the spread of a sickness bug.

Leaving School Early

Your child's class teacher must be informed of the time and reason (in advance if possible) why your child needs to leave school early. Your child must be collected from the main school office by a parent or carer. We ask that you try to arrange any medical appointments such as dentist, GP, opticians after the school day or in the school holidays. We appreciate this is not always possible.

First Aid and Prescribed Medicines

If your child is ill or has had a bump to the head we will telephone you (**please ensure that we have at least 2 up to date telephone number for you**). If your child falls or bumps any other part of the body, we administer First Aid in school and complete an accident slip which will be sent home with your child. If your child is required to take prescribed medicines or an inhaler in school time, it is of up most importance that you complete a medical form that will enable the child to administer themselves. School staff are not permitted to administer medicines but can supervise and support the child.

What uniform does my child need?

We are proud, as part of our School Vision, to teach our children to take pride in their appearance. We expect all pupils at Northlands to wear their uniform correctly and with due care and attention to our high school expectations. School Uniform can be purchased from Webb Ellis Ltd, 5 & 6 St. Matthew's Street, Rugby, CV21 3BY via their website, shop, or click and collect <https://www.webb-ellis.co.uk/>

As outlined on our website, we expect pupils who attend Northlands to wear:

- Black or grey trousers, skirt or pinafore (in the summer blue and white checked cotton dresses)
- Navy blue V neck sweatshirt with the school logo (purchased from <https://www.webb-ellis.co.uk/>)
- White shirt or blouse (long or short sleeved)
- White polo shirt – Reception ONLY
- Socks – blue, white or black
- School Tie – Red and Blue Striped – Years 1 -6 (purchased from <https://www.webb-ellis.co.uk/>)
- Sensible black shoes, not trainers or boots
- PE – White plain t shirt, with black or navy shorts

Sports and PE Kit: Pupils are asked to wear a white T-shirt with black or navy PE shorts. In the winter pupils may wear a navy or black tracksuit for outdoor sports/PE. Plimsolls or bare feet are worn for indoor PE with sports trainers for outdoor. **ALL jewellery will be expected to be removed for all sports sessions. (If your child cannot remove their own jewellery, we ask that they remove it before attending school.)** We ask that PE/sport kit remains in school all week so that we can take advantage of every sporting opportunity!

Jewellery and Hair: Pupils are permitted to wear watches and stud earrings to school. Fashion jewellery, necklaces and bracelets, including charity bands, are not permitted unless sanctioned by the Headteacher.

Hair must be worn with simple blue or black accessories and we do not permit 'tracks' or 'lines' to be shaven into hair.

Please ensure that all uniform items are labelled clearly. Should you have any questions or queries regarding this information then please see your child's class teacher or a member of our Senior Leader Team.

School Meals?

We offer a hot meal on a rota basis which is colour coded following the government healthy eating initiative or you can provide a packed lunch from home. From September 2014, the government has been offering every infant child in Reception to Year 2 universal infant free school meals. Should your child require a school lunch in Years 3-6 then the cost is £2.90 per day (subject to change from Educators). Parents should book and make payment using parent pay. If you believe your child is entitled to free school meals then please visit Warwickshire County Council Free School Meals.

We are a healthy and **NUT FREE** school therefore encourage parents to ensure they provide a balanced healthy lunch which does not include fizzy drinks or sweets. If your child forgets their packed lunch we will try to contact you and if we are unable to do so we will provide a hot school meal and ask that you pay for this the following week.

Pupil Premium?

Families who receive the following are eligible for free school meals: follow the link <https://www.warwickshire.gov.uk/education-learning/apply-free-school-meals>

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit

- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Please call 01926 742543 or email freemeals@warwickshire.gov.uk Please be aware that is your responsibility (not that of the school) to notify us about any of these changes.

Wrap Around Care at Northlands?

Super Star Sports organise and run our wrap around. To book onto this service you need to contact them direct on Super Starts on www.superstarsport.co.uk

Friends of Northlands?

Our school Friends of Northlands are currently doing a fantastic job raising funds for our school. For further information about becoming a member of this committee please contact the School Office or visit our website. Representatives from Friends of Northlands are always seeking for new recruits.

What if I need more information or support?

Please do not hesitate to speak with Mrs Crabbe and/or Mrs Porter in our School Office or visit www.northlandsprimaryschool.org.uk. Any teaching and learning policies are all on our website.



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Dear parents and carers,

Local Area Visits Consent

From time to time we are delighted to have the opportunity to take our children, during class time, to visit various locations in our local area (Rugby Town Centre area). This forms part of our enrichment of the curriculum to enhance our pupils' experiences.

I would therefore be grateful if you would please sign the below consent form giving your instruction to agree to such local visits, which we will hold on your child's file for the academic year.

Please note: if at any time you would like to withdraw your consent, please contact the School Office to process this for you.

Thank you for your support in this matter.

Yours sincerely,

Mr Julian Davoile
Head Teacher

Child's Name: _____ Class: _____

I DO/DO NOT give permission for my child to visit the local area within school time. I know that I can withdraw this consent at any time by contacting the School Office.

Parent Name: _____ Signature: _____

DATA COLLECTION SHEET (FOR SIMS SYSTEM)

All the personal information we hold is held and processed in accordance with data protection legislation. Please refer to the Privacy Notice (located on our website) for details of how personal information is used.

PUPIL INFORMATION	
Surname:	Gender:
Forename:	Middle name:
Home Address:	
Post Code:	Home Phone no:
Date of Birth:	Place of Birth:
Ethnicity :	Nationality:
Home Language:	Religion:

CONTACT INFORMATION		Adults with Parental Responsibility and other contacts as required in <u>priority contact order</u> (continue overleaf if necessary)			
Priority	Contacts	Home contact details	Work contact details	Permission to be contacted an emergency contact	Permission to be contacted by email/text for routine school communications
1	Mother (name) Parental Responsibility?	Address: Tel: Mobile: Email:	Tel: Email:	Yes/No	Yes/No
2	Father (name) Parental Responsibility?	Address: Tel: Mobile: Email:	Tel: Email:	Yes/No	Yes/No
3	Other (name)	Address: Tel: Mobile: Email:	Tel: Email:	Yes/No	Yes/No

Parents National Insurance Number: (this is to see if your child qualifies for pupil premium)

DIETARY ARRANGEMENTS	
Food Allergies:	
MEDICAL INFORMATION	
Medical Practice: Address: Telephone Number: Medical Condition(s):	
OTHER INFORMATION	
Previous School: Special Educational Needs: Is your child a registered Young Carer: I give permission for my child to walk home alone and unaccompanied: (YEAR 5/6 ONLY)	
Data Protection Legislation: The school is registered with the Information Commissioner for holding and processing of personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with other agencies including Warwickshire County Council and the Department for Education. Please see our Privacy Notice for full details of how we use and share the above personal information. Please note that you have the right to withdraw or amend your consent for the sharing of personal information at any time, although we will need to have certain personal information to fulfill our legal duties. You can notify us of a withdrawal of or any changes to your consent in writing by contacting (insert relevant school email address).	
Name: Signature:	Date:

Consent Form for the recording and use of Images

Name of Pupil

Dear Parent/Carer

During the course of the school year, we may sometimes wish to take photographs or video recordings of children within school or on school trips, either for our own records, for use as part of our learning curriculum or for inclusion in our promotional material such as the school prospectus and our website.

The school may also invite an external photographer to the school each year to take official school photographs and may invite the media in to take photographs of pupils engaged in school activities or events for publication.

To comply with the General Data Protection Regulation, we need to ask your consent before the school record any images of your child. In view of this, please read the statements below, complete the slip and return this form to school within the next 10 days.

This table sets out the various reasons for taking, and making use of, images of your child and we should be grateful if you would indicate whether or not you give consent for use in these circumstances. By indicating 'YES', you are confirming that you consent to your child's personal data being shared for those purposes and/or with the named third parties):

1.	For official school photographs, with images taken by [The School Photograph Company] and available for purchase by parents, and held by the school for identification purposes with names attached	YES/NO
2.	Optional – For Official school photographs taken by the school photographer, other personal information, including name, address and (list any other personal information that may be shared) Photographer will provide a secure password for photo purchases	YES/NO
3.	For use on internal school displays, Learning Journeys and Books	YES/NO
4.	For use as part of projects of work by students	YES/NO
5.	For use on the school's website - <i>please note if you consented "yes" previously but are now choosing "no", existing data up to that point will remain unless specifically requested otherwise</i>	YES/NO
6.	Occasional sharing of images of your child taken for internal purposes with external media organisations, such as [Rugby Advertiser and Rugby Observer EACH publication that the school is likely to share images with] or inviting such media organisations to take photographs of pupils (including your child) engaged in school activities or events for publication	YES/NO

We will not use, or allow the use of, your child's name in any images (for example social media and school websites.

Do you require school to seek your consent for your child's name to be used in the press?

YES	NO
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Please note, you have the right to withdraw or change your consent at any time by giving the school written notice and completing a new consent form. You can notify us of your consent withdrawal in writing by emailing admin2417@welearn365.com or write a letter to Northlands Primary School.

SignatureChild Name..... Relationship to childDate:.....



Home School Agreement

Northlands Primary School is a place where your child will receive a first class education from a hardworking and well qualified team of teachers and support staff. Our pupils are valued and challenged academically by caring and committed teachers with high expectations for all.

The relationship between home and school is one of partnership and the co-operation and support between both is essential to your child's development at school. This can be done most effectively when all staff, parents and children understand their responsibilities and work together towards the same goals, as detailed in our home/school agreement.

By becoming a member of Northlands Primary School Community staff, parents, children and carers agree to:

Follow the school agreed rule of 'RESPECT'.

Attend regular meetings to discuss your child's progress and next steps.

Provide the equipment necessary to learn. e.g. PE Kit.

Wear/provide a clean smart school uniform that meets the schools regulations at all times.

Communicate with staff in the best interests of the child, including reporting absence or notifying school of significant changes in the home/ medical needs that may affect the child's wellbeing.

Sending your child to school every day for 100% attendance. We aim for 96% of the available sessions. Good school attendance is crucial to a pupil's success in school socially and academically.

Keep up to date with school information by reading the newsletter and responding in a timely fashion to letters sent home.

Complete regular set homework to support the child's learning.

Listen to the child read frequently.

Report any concerns immediately to staff so that they can be dealt with.

Support the school Behaviour Policy and any sanctions given as a result of misconduct.

Provide at least 2 contact numbers or contact details to the school that can be used in an emergency and kept updated.



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Pupil Mobile Phones in School – YEAR 5 and 6 ONLY

Home/School Agreement for Pupils who require a mobile phone to be brought to school

At Northlands the safeguarding of our pupils is of upmost importance, both in everyday life and on the internet. Therefore, the use of mobile technology is also monitored in school.

At Northlands we recognise that a pupil may need to carry a mobile phone to and from school so that their parents can feel reassured that they are safe and have a means to contact their child. However, it is also vital that we protect our school community from the inappropriate use (or damage) of mobile technology and monitor strictly the usage of pupil mobile telephones in the same way that we do for our staff/adults in school.

Therefore, when a parent requires their child to bring a phone to/from school we will ask that they sign up to the following agreement:

- I accept and understand the need to safeguard my child in all forums, including mobile devices.
- My child will ensure that they hand in their device to school staff on arrival to school, the device will then be locked away in a secure place.
- I accept that my child is responsible for the care of the device when travelling to and from school and school are not responsible for any damage caused to the device.
- I accept that if my child is found using the device in school that the school will request the device is collected immediately and the privilege of bringing the phone to school may be retracted.
- I will ensure that my child understands that if they receive any inappropriate messages, pictures or contact on their device to report this immediately to school staff so that support can be provided.

Thank you for your co-operation in this matter. Mr. Julian Davoile, Headteacher.

Pupil name:

Date:

Signed (parent):

ParentPay - our online payment service

We are pleased to announce that we accept payments online for items such as dinner money, school trips and clubs. Using a secure website called ParentPay you will be able to pay online using your credit / debit card or continue to make cash payments at PayPoint stores. ParentPay will be our preferred method of making payments to school.

What are the benefits to parents & pupils?

- ParentPay is easy-to-use and will offer you the freedom to make online payments whenever and wherever you like, 24/7
- The technology used is of the highest internet security available ensuring that your money will reach school safely - offering you peace of mind
- Payments can be made by credit/debit card or also through PayPoint
- Full payment histories, balance alerts and statements are available to you securely online at anytime

What are the benefits to our school?

- You can help us reduce workloads for all staff as no more counting cash, chasing debt and stop cash collection services
- Creates more time to lend to educational support and the smooth running of the school
- Improves school security
- Using ParentPay also ensures that all financial transactions are safe and secure - helping us to remove costs associated with us having to manage cash securely on the school premises
- The more parents that use ParentPay, the greater the benefit is to our school.

How to get started with ParentPay?

We will send you your account activation details. Once you receive these:

- Visit www.parentpay.com
- Enter your Activation username and password in the Account Login section of the homepage
NB. These are for one-time use only, please choose your own username and password for future access during the activation process
- Provide all the necessary information and choose your new username and password for your account - registering your email address will enable us to send you receipts and reminders
- Once activation is complete you can go straight to Items for payment, select which item(s) you want to add to your basket and proceed to complete your payment

If you have any questions, please contact the school finance office. For more information, visit www.parentpay.com/parents/

