



St. Edward's Church of England Academy

Westwood Road, Leek, ST13 8DN

Telephone: 01538 714740

Principal: Mr. T. Hutchinson

<http://stedwards.academy>

Year 4 Frequently Asked Questions and Answers

Will there be any Transition Days this year?

Response: Unfortunately, due to the Covid-19 situation we are unable to follow the usual Transition Process and will not be able to have the Year 4 pupils visiting us in July. However, we will be offering other Transition Events such as the Virtual New Intake Evening, Family 'Walk Around', 'Virtual Meet & Greet' with Year 4 pupils in their First School setting and welcoming the New Year 5 pupils for 2 days on Thursday 2nd and Friday 3rd September prior to other Year Groups returning.

When will I find out which Class and House my child is in?

Response: Your child will be told which teacher they have and what class there are in on the first transition day at the start of term. You will receive an email before the end of term to inform you which House your child is in so you can purchase the correct coloured tie.

Blue Tie	Isaac Newton	Mrs Matthews	House Leader
Yellow Tie	Edward Elgar	Mrs Mountford	House Leader
Red Tie	Florence Nightingale	Mrs Mulroy	House Leader

How do I contact the school?

Response: You contact the school via the contact form on the school website or by clicking on this link: [St Edwards Academy](http://www.stedwards.academy)

How will the school contact me?

If it is an emergency we will use the first contact detail we hold on our system by telephone. Any other correspondents you will be contacted via text or email. It is the Parents/Carers responsibility to inform us of any changes to their contact details.

How do I report my child is absent?

Response: You will need to ring the absence line preferably before 9.15am on 01538 714740 (option1) and leave a message. Alternatively, you can use the contact form to let us know of your child's absence/appointment.

Where do I drop my child off and what time can they arrive?

Response: Pupils can be dropped off by Westwood road entrance or Beggars lane entrance from 8.30am. They will then make their way down to the Year 5 yard where there will be met by members of staff. They will leave at the end of the day at the same exit they arrived. Pupil's that need to be dropped off earlier or collected later will need to be booked in the before and after school club:

http://www.facebook.com/pg/KidsSpaceOutOfSchoolClub/posts/?ref=page_internal

My child catches the bus, do members of staff meet the children off the bus?

Response: We have staff on duty on the bus park both when the school buses arrive in the morning and at the end of the day to depart for home. On the first day of travel, which will now be September, we will have a member of staff on each bus for the journey into school that morning. They can greet the Year 5's at their bus stop and reassure them for the journey into school.

Will I need a bus pass and how will I know where and when to catch a bus?

Response: Yes, you will need a bus pass for school transport. Bus passes are posted out to parents/carers from Staffordshire County Council, along with an information leaflet. You will be informed of the bus route number and the stop that your child will need to use for the school bus. If you applied for school transport when you applied for a Year 5 place at St Edward's Academy, then confirmation of a seat should have been included with the confirmation email/letter from Staffordshire County Council when a place at St Edward's Academy was confirmed. Staffordshire County Council usually post bus passes in August. If you have any queries regarding school buses, please contact Staffordshire County Council School Admissions and Transport Service on 0300 111 8000.

My child has forgotten their lunch box/water bottle/bus pass/PE kit/pencil case etc.?

Response: If your child has forgotten their lunch/water/or equipment etc. we will always provide them with these. Your child will need to tell the office staff/teacher or you can inform us via the contact form on our website and we will ensure they get whatever they need for that day.

How do I contact my child's House Leaders/teacher regarding a pastoral/homework issue?

Response: The contact details for the House Leaders can be found on the school website. To contact your child's teacher please use the contact form on the school website putting your child's name, form and which teacher you wish to contact, the office staff will ensure that the message get passed on to the correct person. We would recommend that you visit the school website as there are frequent updates added and you can find lots of useful information e.g. Parent/Carer letters, uniform list, Covid-19 guidance.

Question: What clubs and activities are available at St Edward's?

Response: We have a large number of extra-curricular activities here at St Edward's. Some of these include sports, music, STEM Robotics, languages, arts & crafts, circus skills, dance, chess & school production. A timetable can be found on our website, under Clubs & Societies in the pupil section. However, given the Covid-19 situation we may not be able to offer the full range of activities from September. These are updated termly. (please check the website frequently)

<https://www.stedwards.academy/pupils/clubs-and-societies>

Can I bring my mobile phone?

Response: Yes, mobile phones are allowed however, they will need to be switched off during the school day and kept securely in lockers/bags. Mobile phones should not be used whilst on school premises and taking photos/recordings of other pupils is not permitted, including while on the journey to or from school.

Will I be in the same House as my brother or sister?

Response: Yes, we always try to keep siblings in the same House since the House Leader has built a good relationship with the family and this can continue.

What happens at lunch times?

Response: For the first few days Year 5 pupils will go in for lunch a little early, since we understand that this is a new routine and can take a little longer and time to get used to. Pupils can bring their own packed lunch (**we are a nut free school**) or chose to have a school lunch. Information has already been given on the Cashless Catering System but, if required, it can be found on the school website.

Once Year 5 are more used to the lunchtime routine then a rota system is used for which year group goes in for lunch at a particular time. Pupils line up on the yard (we will show them where) and are called in, when there is space in the hall. Once pupils have eaten their lunch then they go out to play on their Year 5 yard.