



WELCOME TO GADE VALLEY PRIMARY SCHOOL

Office Team:

Mrs Jenny Calverley – School Business Manager

Mrs Pippa Lant – Administrative Assistant

Contact: 01442 391324

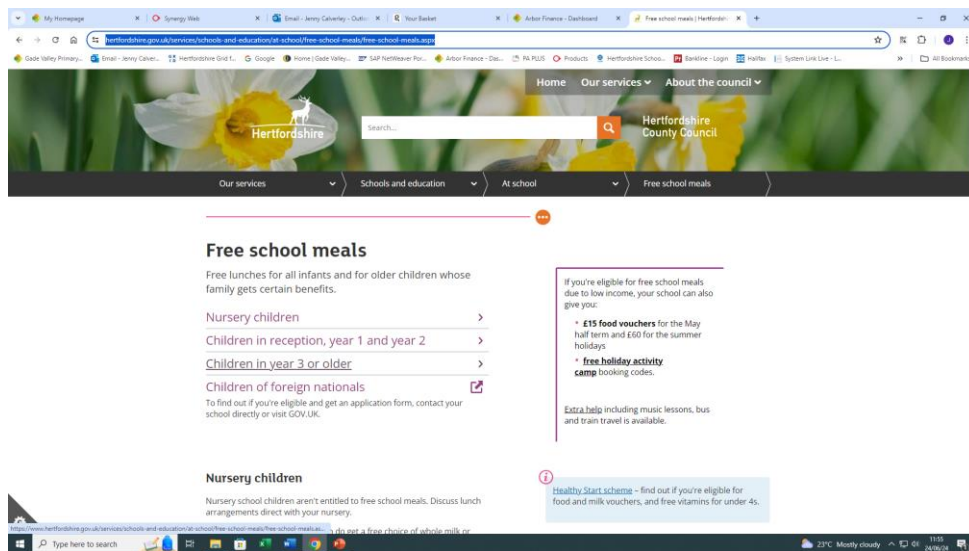
Email: Parents@gadevalley.herts.sch.uk

GADE VALLEY SCHOOL WEBSITE



Please take a look at our school website www.gadevalley.herts.sch.uk – where you will be able to see lots of information including:

- About Us – Contact Details
- School Calendar – What's On / Term Dates
- Fortnightly Newsletter
- Class Pages
- Much more ...



CHILDREN IN RECEPTION, YEAR 1 AND YEAR 2

All children can get a free lunch at school if they are in Reception class, Year 1 or Year 2 – this is called **Universal Infant Free School Meals**.

PUPIL PREMIUM

However, your child may be eligible for **Pupil Premium** funding if you receive any of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (as long as you're not also entitled to Working Tax Credit and you don't get more than £16,190 a year)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (with annual earned income of no more than £7,400 after tax and not including any benefits you get).

Pupil Premium funding can be used by the school to boost your child's learning. This can be achieved, for example, by extra one-to-one small-group support for children within the classroom, part funding educational trips and visits or by investing in resources that boost children's learning.

To find out more or to apply navigate to: [Pupil Premium Application](#)



SCHOOL COMMUNICATION

Arbor is a simple, smart and cloud-based MIS (Management Information System), which helps us work faster, smarter and more collaboratively as a school. The Arbor App (mobile phone) and Parent Portal (PC/laptop) mean we can keep you informed about your child's life at school in a much more accessible way. Log into Arbor to see and update your child's information, In App messages / emails, get live updates and make payments or bookings on the go!

The Parent Portal works on Google Chrome (computer or laptop) and you can download the Arbor App from the App Store or Google Play Store on your phone.

You will shortly receive a **Welcome email** containing your login details. If your child has attended our Nursery then there is no need to reactive the App, you are good to go!

Once you have logged in, we ask that you check the details we have for you and your child and amend any information if necessary.

More importantly, we ask that you navigate to the **Consent** area of the App and accept or decline the options within the Consent area – you may change your decision at any time.

Finally, ensure you have activated Push-Notifications on your phone. You will then be able to see all communication.

Contact details

It is important that we have your up-to-date contact details, so please ensure you inform us of any changes to your mobile numbers, email accounts and other emergency contact details.

We need to be able to contact you at all times.

SNACK TIME FRUIT

Pupils in Nursery, Reception, Year 1 and Year 2 are provided with a piece of fruit every day free of charge.



SCHOOL DINNERS

Our kitchen is run by Herts Catering Ltd and each day they prepare a selection of hot meals and a 'packed lunch' option for the children. Healthy eating and table manners are life lessons, and we take this seriously at school.

Letting your child have a school meal is a way of introducing them to social mealtimes and all the staff try their best to encourage a good standard of table manners!

If you would prefer your child to have a packed lunch from home, we do ask that is a healthy, well balanced meal without sweets and chocolate. Drinks should be in an unbreakable container. We also ask that children do not have any food that contains nuts – thank you.

Applying for a Special Diet -- Food Allergies or Intolerances

If your child has a food allergy, intolerance or any specific food requirements, and meets the qualifying criteria, then Herts Catering Ltd have a range of delicious and nutritionally compliant menus designed especially for your child's needs.

The HCL on-line account system takes just minutes to create and is really easy to use.

Before you apply, you will need to hand:

- Your child's school details including their class name
- Medical evidence of your child's special meal requirements
- Electronic Passport style photograph (which you will need to upload on to their system).

To apply, simply go to www.hcl.co.uk and click on the tab at the top of the website 'Allergies'.

SCHOOL UNIFORM

Gade Valley has a school uniform of navy and gold. All branded uniform can be purchased from PLSchoolwear either from their shop at 23 Bennetts Gate, HH, HP3 8EW or order online at www.plschoolwear.co.uk.

All items of clothing should be marked with the child's name.

- Navy sweatshirt (with or without our school logo).
- Navy cardigan (with or without school logo).
- Gold polo shirt (with or without school logo).
- Navy trousers (tailored) or navy shorts (tailored) if preferred.
- Navy pinafore dress or skirt.
- Navy or gold (yellow) gingham checked dress.
- Navy, black, white or grey tights or socks.
- Smart black shoes – no boots.

PE Kit – You will be notified by the class teacher of your child's PE day. On there allocated day, the children will come to school in their PE kit.

- Navy shorts and white t-shirt (crew or collared).
 - Tracksuits in navy or dark colours, are useful for cold weather ie. Joggers / sweat tops / fleeces.
 - All footwear for PE should fit securely to provide the best support.
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ABSENCE FROM SCHOOL

- Absence from school is unavoidable at times due to illness or family circumstances. However, for the sake of your child's continuity of education we ask wherever possible that disruption is kept to a minimum.
- Please telephone or e-mail us (absence@gadevalley.herts.sch.uk) on the first day of absence to tell us your child will not be in school. Otherwise, we will contact you to ensure your child is safe. We need regular contact if your child is on our roll so we can retain your child's place and fulfil our safeguarding obligations.
- Leave of absence for holidays must be requested and permission will only be given in exceptional circumstances by the Headteacher and Governors. For this reason, we ask you to contact us at least 14 days before you book a holiday and fill in the request for absence.
- A Penalty Notice may be applied for if a pupil has more than 10 sessions (2 day per session) of unauthorised absence in the current or previous term.

SICKNESS

- If your child has been sick or has an upset tummy, we ask that they remain at home for 48 hours after the last bout of sickness.
- If your child has been prescribed medicine that needs to be administered during the school day, please come to the school office where a first aider will be called to complete a medicine authority form with you.
- Inhalers – Our first aider will meet with you to discuss usage of the inhaler. We request that one in date inhaler must always be available in school.
- If your child has any other medical needs please inform us, so that we can work with you and your child.

MEDICINES IN SCHOOL

If your child has requires medicine during the day – antibiotics, calpol, asthma pump, we are happy to administer their medication. You will need to come to the office to complete a ‘medical’ form. Medicines must **not** be left with the children.

EARLY BIRD CLUB



Our ‘Early Bird’ club for our Gade Valley children is available every day from 8.00am (breakfast will not be included) and is run by Gade Valley staff. The club will commence on the first day of term.

You will be greeted at the hall door, accessed via the Reception class garden at 8.00am where your child will then be taken through to the school hall where many activities will be available to them. Early Bird staff will then take your child to their classroom in time for morning registration.

There will be a charge of £4.00 per session and £6.00 for siblings. Payments are to be made via Arbor payment system.

You may use the club on an adhoc basis, with no need to book a place.

NIGHT OWLS AFTER SCHOOL CLUB



Our After School Club for all pupils from Reception onwards at Gade Valley School will be open from the beginning of term.

- *If your child is in Nursery and you are interested in the Night Owls Club, please talk to one of our Administrative staff.*
- The club will start at 3.15pm and finish at 5.00pm - Monday to Friday.
- The cost per session will be £8.50, which includes a drink, biscuit, fruit and a sandwich.
- We ask that you pre-book your child's place via the Arbor App; this will need to be completed if you wish your child to attend after an extra-curricular club.
- We will accept bookings via email or telephone confirmation on the day but **only** if you are unable to access the Arbor App.
- If you have booked a place but your child **is not** going to attend, you will need to contact the office by calling the office on 01442 391324 (**do not use the option 3 Night Owls to cancel a place, as this is not staffed until 3.15pm**).

NURSERY 30 HOUR CODE

Please ensure you apply/reapply for your 30-hour code within the allotted time scales (see below).

Date of starting or returning to work	When you can get your hours from	When to apply
1 May to 30 September	Term starting on or after 1 September	1 April to 31 August
1 October to 31 January	Term starting on or after 1 January	1 September to 31 December
1 February to 30 April	Term starting on or after 1 April	1 January to 31 March

We offer variable hours for the nursery, please speak with Mrs Calverley to discuss your options.

GADE VALLEY SCHOOL ASSOCIATION

As a parent you are automatically a member of the GVSA but your involvement is entirely up to you.

You may wish to attend meetings with other parents and school staff to discuss ideas and arrange fund raising events. This is a great way to become more involved with your child's school and to meet other parents from all year groups – we are a very social group.

The GVSA have raised over £9,000 this year for various projects, including our new library and new wellbeing area.

SCHOOL GOVERNORS

Our governing body consists of our Headteacher – Mr Barron, 1 member of staff, 5 co-opted governors, 1 LEA governor and 2 parent governors.

The governing body meet every term to discuss financial and strategic matters.

Governing body meeting minutes are available to read from the Governor tab on the school website.

SCHOOL REQUESTS

We ask that you **do not** park in our school car park. We advise you to use the St Cuthbert Mayne car park as it is safer.

If you need to pay cash into school it will need to be in a sealed envelope with your child's name and reason for the payment. All items must be paid for separately so please ensure a separate envelope for each payment.

If you have any concerns and wish to talk with your child's teacher please contact them via their dedicated email address – reception@gadevalley.herts.sch.uk or nursery@gadevalley.herts.sch.uk. If the matter is urgent, please call the school office who will be able to liaise with the teacher on your behalf - first thing in the morning and at the end of the day can be quite a busy time for the teachers.

Please respect our school grounds - we ask that you **do not** bring dogs onto the playground.