Rudheath Primary Academy and Nursery
Gadbrook Road
Northwich
Cheshire
CW9 7JL

Principal: Mr Andrew Ross

Tel: 01606 535040
Email: rudheath@focus-trust.co.uk
Website: www.rudheathprimaryacademy.co.uk

Rudheath
Primary Academy
and Nursery

Welcome to Rudheath Primary Academy and Nursery

Dear Parents/Carers

Can I start by thanking you for choosing our school and sending you a very warm welcome from the pupils, staff, governors and parents here at Rudheath Primary Academy and Nursery. We know choosing your child's school has not been a decision that you have taken lightly, and we can assure you that your child will flourish at our school emotionally, socially and academically through our curriculum and friendly welcoming staff. They will be inspired and provided with the skills to achieve their dreams when they leave for secondary education!

The main purpose of this letter is to share some key information about our school.

Communication
On your child's ***second*** *day in school* we ask you to download the **ARBOR** app or go to http://login.arbor.sc. To access your account please click **forgot your password.** Use the email address you put on your child's application form.

Arbor is used for:
- Letters and messages
- Booking parents evening appointments
- Booking places on extra-curricular clubs
- Changing your personal details

Weekly School Programme (WSP)
Each Friday we will keep you up to date with key events and messages through our WSP. A link to access the WSP will be sent through ARBOR.

Water bottles
Your child should bring in a bottle filled with **plain water** each day.

Lunches
Lunches should be ordered in advance using ParentPay. Reception to Year 2 are entitled to free universal school meals. Nursery and Years 3-6 should order and pay using ParentPay. Menus are available on the school website and ParentPay.

If you think your child in Nursery or Years 3-6 may be entitled to free school meals, please apply directly through Cheshire West and Chester Council website under 'Free School Meals'.

Reading
Your child will be provided with a folder to keep their reading book safe; please can you always ensure the book is placed in this folder to protect it.

From Reception they will bring home a book to read each week, as a school we strive for five reads a week.

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Rucksacks
In Nursery and Reception we ask that you leave a named bag in school for your child's spare clothes. This bag should be left in school as we believe carrying it in everyday is too much for the children. If your child still requires pull-ups this bag should contain pull-ups and wipes and be topped up as needed. Please provide your child with a pair of named wellies, waterproof over trousers and waterproof coat to also be left in school.

Uniform
Our uniform policy can be found on our school website, and in our prospectus, as it is an active uniform your child does not need a separate PE kit. All clothes (including shoes) should be clearly named. Children in Nursery and Reception are required to have a full set of spare clothes, a pair of wellies and set of waterproof clothes to be left in school. We ask that children have Velcro fastenings on their shoes until they can fasten their own laces.

Contacting school
If you wish to record your child's absence please call the school office in the morning. If you wish to speak to your child's teacher they are available **after** school, please speak to them at the end of the day or make an appointment through the school office.

Medical tracker
If your child has an accident in school we will inform you by email through Medical Tracker. If we need you to check your child we will contact you by phone.

Medicines
If your child requires medicine, please complete the form provided by the school office. If your child has asthma they need to have an inhaler in their bag and an unopened inhaler which is kept in school, please give this to your child's class teacher.

Snack
Children in Nursery – Year 2 are provided with fruit daily and do not require to bring in their own snack. Children in Years 3-6 may bring in a piece of fruit for their morning snack. Children in Nursery and Reception will have an afternoon snack which is payable upon starting school via ParentPay.

I hope this letter helps you with some of our day to day routines, if you have any questions please contact school through the school office on 01606535040.

Kind regards

Andrew Ross
Principal