

School Day

School Day			
	Start	End	Minutes
Arrival – Students can arrive onsite from 8:35am			
Registration	8:45am	9:15am	30
P1	9:15am	10:15am	60
P2	10:15am	11:15am	60
BREAK	11:15am	11:30am	15
P3	11:30am	12:30pm	60
LUNCH	12:30pm	1:20pm	50
P4	1:20pm	2:15pm	55
P5	2:15pm	3:10pm	55
Form	3:10pm	3:20pm	10



PENKRIDGE MIDDLE SCHOOL

Parent Information

2024/25

School Office Opening Times

Monday –Thursday 8.15am - 4.15pm
Friday 8.15am -3:45pm

Telephone: 01785 413400

Email: office@penkridge-middle.org

School Website:

www.Penkridge-middle.org



Academy Trust Website:

www.penkvalley.co.uk



Google Play



SCAN ME



ClassCharts



App Store



SCAN ME

Before and Afterschool Care

The HUB @ PMS provides fantastic wrap-around care for pupils at Penkridge Middle School from 7.30am-6.00pm. This allows those parents who require the service the peace of mind that their child is safe and happy engaging in age-appropriate activities that they will love, led by our trained play leaders.

Email: thehub@penkridge-middle.org



Term dates 2024/25



Autumn Term 2024

Inset Day	Monday 2 nd September 2024
Inset Day	Tuesday 3 rd September 2024
Term Starts for pupils	Wednesday 4 th September 2024
Half Term	Monday 28 th October 2024 - Friday 1 st November 2024
Term Ends	Friday 20 th December 2024 at 1pm
Christmas Holiday	Monday 23 rd December 2024 - Friday 3 rd January 2025

Spring Term 2025

Inset Day	Monday 6 th January 2025
Term Starts for pupils	Tuesday 7 th January 2025
Inset Day	Friday 14 th February 2025
Half Term	Monday 17 th February 2025 - Friday 21 st February 2025
Term Ends	Friday 11 th April 2025
Easter Holiday	Monday 14 th April 2025 - Friday 25 th April 2025
Easter Sunday	Sunday 20 th April 2025

Summer Term 2025

Term Starts	Monday 28 th April 2025
May Day	Monday 5 th May 2025
Half Term	Monday 26 th May 2025 - Friday 30 th May 2025
Term Ends	Friday 18 th July 2025
Inset Day	Monday 21 st July 2025
Summer Holiday	Tuesday 22 nd July 2025 - Friday 29 th August 2025

Important Forms Quick Link

Please scan the QR code to quickly access our important forms link including:
Mobile phone consent, data collection form, medical care plan, photo consent, home school agreement and more.



We are **PENKRIDGE** Middle School.
Effort | Encouragement | Excellence



THE PENKRIDGE MIDDLE WAY



Student Absence Procedure

- Please inform school as soon as possible on **each day** of absence. To report the reason, in the first instance use ClassCharts or call 01785 413400.
- If absent, please **provide evidence** to support. Evidence can be handed into the office in person, sent to the office via ClassCharts or emailed to office@Penkridge-middle.org.
- For planned absences please inform the school at the earliest opportunity by ringing or emailing the school office and **providing proof of the appointment**.

All Students

- Y7/8 black blazer with school badge
- Y5/6 scarlet PMS sweater or cardigan
- PMS school tie
- Sensible, sturdy, black leather low-heeled shoes without coloured branding/decoration/trim. **Examples are shown in the uniform policy.**
- School Bag
- Coat

If you are ever unsure, please contact the school office who will get confirmation from the Headteacher, whose decision is final.

Girls

- Black knee length skirt
 - **(no tight, figure-hugging stretch material e.g. no lycra / jersey materials). Examples are shown in the uniform policy.**
- Black tailored school trousers
 - **(wide, flared, denim, jeans, skinny or other such fashion trousers such as leggings are **not** allowed). Examples are shown in the uniform policy.**
- White school shirt/ blouse which buttons at the neck long enough to tuck into waistband.
- Black knee-length, tailored city shorts

Boys

- Black tailored school trousers
 - **(wide, flared, denim, jeans, skinny or other such fashion trousers are **not** allowed). Examples are shown in the uniform policy.**
- White shirt which buttons at the neck and tucks into the waistband.
- Black, knee-length, tailored city shorts.

PE Kit for all Years

On PE days children should arrive at school wearing their full school PE Kit with a spare pair of shoes to change into to avoid wearing muddy/wet footwear all day.

Please refer to [page 8 of the uniform policy](#) for more details.

For full uniform guidance please refer to our school uniform policy located on the school website.

Equipment for Lessons

Please ensure all equipment is clearly labelled.

Every student is expected to provide the following basic items of equipment for every lesson:

- Pencil Case
- Blue pen
- Green pen
- Ruler
- Pencil
- Whiteboard pen
- Eraser
- Highlighter
- Glue Stick
- Water bottle
- Reading book
- Authors Journal
- Calculator
- Small pack of colouring pencils



To support students in school we would also recommend a small jotter and the Oxford School Dictionary and Thesaurus: a combined version would be suitable.

Frequently Asked Questions

How do I pay for school dinners?

Students can have a hot school dinner or bring sandwiches. Pre-orders and payments can be made using ParentPay. All orders must be made at least 24 hours beforehand.

What if my child needs to take medication during the day?

If your child needs to take medication during the school day, please come into school to complete a medication form and ensure that all medication is clearly marked.

What if my child is ill or injured during the school day?

A first aider will assess your child acting within the scope of their role. Most children require minimum attention and will go back to carry on with their lessons. If the first aiders are concerned, we will discuss the situation with you. In an emergency we would call an ambulance and contact you immediately. We don't inform parents of every small bump or graze.

How will school keep in contact with you?

In case we need to be in touch with you it is essential that we have up-to date emergency contact details from the first day your child starts at Middle School. In addition, you will receive announcements, letters and notifications via ClassCharts and daily behaviour notifications via the ClassCharts app.

Parental First Line of Contact

Each student has a form teacher. **They are your first line of contact** and will be able to provide answers and resolve most queries. Where additional support is required, they are best placed to communicate these messages to the relevant members of staff.

Subject Leaders	
Head of English	Mrs Gutteridge
Head of Maths	Mrs Grosvenor
Head of Science	Mrs Wright
Lead teacher of Geography	Mrs Finney
Head of History & RE	Mrs Walker
Head of French	Mrs Freeman
Lead teacher of Computing	Mr Day
Head of D&T	Mrs De Loyde
Head of PE & PSHE	Mr Sutton
Lead teacher of Music	Mr Corbett
Lead teacher of Art	Mrs Wheat
SENDCO	Mrs Williams

Senior Leadership Team	
Headteacher	Mr Grocutt
Deputy Headteacher	Mr Cole
Assistant Headteacher	Mr Meredith
Assistant Headteacher	Mrs Grosvenor
Office Manager	Mrs Griffiths