



Ref:September2025

Dear Parents/Carers,

Firstly, we would like to thank you for the support that you have given to your children and to the school during the previous academic year, and we would like to welcome all of our new parents/carers of pupils joining us in September.

I wanted to give you the plans for September so that you are fully aware of our expectations for the new academic year.

On the 3rd September 2025, staff at Penkridge Middle School are looking forward to welcoming **ALL** pupils back into school. We hope to have all bases covered, but if there are still things that are unanswered do contact us via email on office@penkridge-middle.org where we will try and answer your questions.

For the first day **only** the timings are listed below for when your child will be expected back in school.

Year 5 and Year 6- Arrive from 8.35am (school will start at 8.45am)

Year 7 and Year 8- Arrive at 10.00am

Staff will be on hand for all year groups to show them where they will need to meet their form teachers on that first day, so please just ask your child to wait at the bottom of the drive and we will do the rest. We know for Year 5 parents it will be a big morning but please get your photos, hugs and kisses done before dropping them off so that we can have an orderly start.

From Thursday 4th September all timings will revert to those in the document as follows.

Thanks again and I wish you a restful remaining summer break.

Mr A Grocutt



Headteacher



Routines-Start and Finish times

From Thursday 4th September each year group will have a specific location to meet their form teacher in the mornings so please share this with them.

| <u>Year Group</u> | <u>Start Time</u> | <u>Meeting Point</u> | <u>Finish Time</u> |
|--------------------------|---|-----------------------------|---------------------------|
| Year 5 | From 8.35am pupils can arrive on site and will be supervised by staff ready for school to start at 8.45am | Lower Yard Area | 15.20pm |
| Year 6 | | KS2 Quad area | |
| Year 7 | | KS3 Playground | |
| Year 8 | | KS3 Playground | |

Late Gate

Where children arrive after 8:45am, the office will alert you via Class Charts that they arrived late. If there is a genuine reason for your child arriving after 8.45am please visit the office with your child or contact the office using the usual methods. Given the importance of making every minute in school count, if a child arrives late to school with no reason, they will spend their break-time with the Senior Leadership Team. The statistics below highlight the impact of poor punctuality across the course of the school year.

School Car Park Etiquette

In the interest of everyone's safety, parents deciding to drive to the top car park without permission will need to accompany their child into reception to explain why they have needed to do this. Failure to do so will result in the pupil being considered late to school and the above procedure followed.

Over a school year:

5 minutes late every day = 3 days absent

15 minutes late every day = 10 days absent

30 minutes late every day = 19 days absent

In the event of poor weather children will be required to walk straight up into school and into their form using the appropriate route (this will be explained to them).

Can we ask that where possible pupils walk/ride/scoot to school to minimise cars on the car park. If they must be dropped off, then please ensure that they cross at the required crossing at the bottom. All cars should use the bottom car park unless having received permission from the Headteacher (regardless if they feel their child may be late, this is to keep everyone safe). The school car park has been redesigned during the summer so we will send information out about this separately.



End of day routine

Please do go through your own routines with your child as this will be key in ensuring they know how they are going home each afternoon and will avoid any unnecessary confusion; pupils will be guided to the bottom car park at 3.20pm where the following will happen

- They will walk out of the gates as agreed with parents and carers
- They will be collected by an agreed adult

At 3.30pm if a pupil is not collected, senior staff will take them back up to reception where they will wait for collection and a call made to parent/carers. If not collected by 3.45pm or not contact has been made they will be placed into The PMS Hub where you may incur a charge. It is not nice to have a pupil waiting at the end of the day who does not know who is collecting them or when this will be so please do make sure your child knows the arrangements.

Lessons

Pupils will still receive their usual diet of lessons from a curriculum that is broad and balanced. Pupils will be expected to move sensibly to each lesson always using the left-hand side of the corridor. KS2 will be shown around the school and to the classrooms they use so that they know where to move to.

Break Time

Pupils will continue to have specific areas to have their break time.

Children will be able to purchase a break snack. Items can vary but they all cost 60p so there is no need for huge amounts of money. These will be available from the area where their break is taking place.

Lunch Time

We expect children to eat their lunch in a sensible and mature manner, if they finish eating then they will be encouraged to talk with their peers, use the toilet and wait to be dismissed.

Year groups earn the privilege of playing ball games at lunch time, we will provide the balls for this so there is never a need to send children in with a ball or any other games.

| <u>Year 5</u> | |
|---------------------------------|--|
| 1 st Sitting-25 mins | All year 5 pupils will eat their lunch in the PMS Hub room. They will take their lunch boxes into this area or collect their hot dinner. <i>NOTE-this will be slightly longer during the first week to ensure that Year 5 learn their new routines</i> |
| Changeover | They will be encouraged to go onto the playground, placing lunch boxes in their bag. |
| Outside-25 mins | They will be expected to move their P4 lesson once they hear the bell. <i>NOTE-they will be collected by their P4 staff during the first weeks to ensure that Year 5 learn their new routines</i> |



| <u>Year 6</u> | |
|---------------------------------|--|
| Outside-25 mins | Will go straight onto the playground for the start of their lunch taking their lunch boxes with them if they have one. |
| Changeover | They will be encouraged to wash their hands during this time and head into the PMS Hub for their lunch. |
| 2 nd Sitting-25 mins | They will be dismissed at the end of lunch and be expected to go to their Period 4 lesson. |

| <u>Year 7</u> | |
|---------------------------------|--|
| 1 st Sitting-25 mins | All year 7 pupils will eat their lunch in the main school hall. They will take their lunch boxes into this area or collect their hot dinner. |
| Changeover | They will be encouraged to go onto the playground. They will take their lunchboxes out with them and take them in when they return to class. |
| Outside-25 mins | Year 7 will be expected to make their way into school for their P4 lesson when the whistle is blown. |

| <u>Year 8</u> | |
|---------------------------------|--|
| Outside-25 mins | Will go straight onto the playground for the start of their lunch taking their lunch boxes with them if they have one. |
| Changeover | They will be encouraged to wash their hands during this time and head into the lunch venue. |
| 2 nd Sitting-25 mins | They will be dismissed at the end of lunch and be expected to go to their Period 4 lesson. |

Please make sure lunch boxes/bottle have names and forms on them so that they do not get lost.

All lunches will need to be pre-ordered and paid for in advance on parent pay.

PE

On the day(s) that your child has their PE lesson we will continue to have them come to school in their PMS PE Kit. They will wear this for the duration of the day so please ensure it is the correct kit as per the uniform policy. **No pupils** will be required to wear their PE kit on the first day back. This will also be the case on Friday 5th September as school photos will be taken on this day.



Communication

Class Charts remains our main platform for all school communication. It's essential that every parent is logged in and using it by the end of the first week of term. If you haven't logged in by then, we'll give you a call to ensure you're set up and ready.

Through Class Charts, you can:

- Message staff directly
- Receive updates from school
- View real-time information on your child's behaviour and achievements

For any issues related to your child, please contact their form teacher. For general enquiries, you can also call or email the school office. Check the attached FAQ for answers to common questions about communication. If you need any further help getting started, please contact the school office for support.

Uniform

At Penkridge Middle School we expect all students to be well presented at all times and we monitor this routinely to maintain our high standards. School uniform plays a critical role in promoting positive behaviour and student discipline. Our uniform standards are key in setting an appropriate tone for student conduct. It instils pride and contributes directly to the positive reputation of our school. Our uniform also helps protect our students from social pressures to dress in a particular way. A link to the schools uniform policy can be found [here](#) so please refer to this when purchasing uniform (we sent this to you before the end of term to support with this). If you are unsure or have a question about uniform please contact the school office. The leadership team's decision on **ALL** uniform is final.

Equipment

As normal, pupils will be required to attend school ready to learn with a basic set of equipment, which is detailed below:

- Pupil Planner
- Blue pen
- Green pen
- Ruler
- Pencil
- Whiteboard pen
- Eraser
- Highlighter
- Glue Stick
- Water bottle
- Reading book
- Calculator (KS3 Only)
- Pencil Case
- Small pack of colouring pencils

On parent pay there are pencil cases with the basic school equipment for £5. In addition, a school water bottle can be purchased for £2.



Pupil Planner

From the start of the new academic year, every pupil at PMS will receive a personal planner—an essential tool for their learning journey. Pupils will be taught how to use it effectively during the first few weeks of term. We expect planners to be used daily and kept in excellent condition. Parents and carers also play a key role: please ensure reading is logged, updated, and signed weekly. Together, we'll help pupils stay organised, focused, and ready to succeed.

Medical

If your child needs to take medication during the school day, it must be handed in and managed through the school office. For more serious medical conditions, we'll work with parents to create a personalised care plan—this will be sent electronically during the first week of term.

If a pupil visits the medical room for a non-urgent issue, a note will be added to their Class Charts record. For anything more serious, we'll contact you directly by phone.



Frequently Asked Questions

Below are some frequently asked questions and how they should be handled. For all enquiries into school please allow at least 48hrs for an acknowledgement as all staff have other commitments in school that may need to be addressed. Any contact outside of the school hours will be at the discretion of the member of staff as for their wellbeing we do not ask our staff to use the class charts function when not in school.

What if I have a subject specific issue for my child?

In the first instance please use class charts to message your child's subject teacher. They are the ones who teach your child on a day-to-day basis and will be best placed to answer any queries.

What if I have an issue with the curriculum in general for a specific subject?

If the subject teacher is not able to answer the query, then they may pass it on to the subject lead. They will let you know that this is the case though so that you know who to expect a reply from.

What if I have a generic question regarding the curriculum?

Mrs Grosvenor is our member of leadership who is responsible for the curriculum so if the subject teacher or subject lead could not answer your question then please contact Mrs Grosvenor for further support.

What if I need to get a message to my child's Form Teacher?

If this is the case, then again please use class charts to message your child's form teacher who will see them first thing in the morning and then last thing before they leave.

What if I am concerned about the behaviour of my child?

In the first instance please contact their form teacher as again this is the person who will see them at key intervals in the day. If this is subject specific, then please contact their subject teacher. If they are unable to support then this may be referred to the Pastoral Support Manager, Mrs Howes.

What if I have a safeguarding concern?

If there is a genuine worry for a child's safety, then you should contemplate calling the police. However, if this is school related then you can contact one of safeguarding team either via class charts or via the school office. Our schools Designated Safeguarding Lead (DSL) is Mr Cole. Please see our safeguarding team [here](#).

What if I want to report something?

If you need to report an incident, then in the first instance please use your child's form teacher. If you believe that it is more serious than this, then please contact our Pastoral Support Manager Mrs Howes

What if I need to report an absence?

This can be done through the class charts app (which is our preferred method with any relevant supporting evidence if appropriate), via the office phone number or the absence line

What if I have a question about Extra-Curricular activities?

In this instance, please contact the member of staff running this club. If an urgent message on the day of the activity is needed to be given to your child, then please contact the school office.



What if I have a question about The hub @ PMS?

For all The Hub enquiries please use the designated phone number of 07591383296 or email thehub@penkridge-middle.org

What if I have a question about ParentPay, Medical, Holiday Requests or General enquiry?

For all of these issues please contact the main school office through the PMS Office account on class charts or on 01785 413400 or using office@penkridge-middle.org and they will answer any questions you may have.

What if I wish to speak to or see a member of leadership or the Headteacher?

If this is ever the case, then a premade booking must be made. The Headteacher or members of leadership are not able to meet parents who come to the school without a pre-arranged appointment.

Please be advised that the office may guide you to follow one of the steps above if you have a concern.