



PENKRIDGE MIDDLE SCHOOL

Parent Information

2023/24

School Office Opening Times

Monday – Thursday 8.15am – 4.15pm
Friday 8.15am – 3.45pm

Telephone: 01785 413400
Email: office@penkriddle-middle.org

School Website:

www.Penkriddle-middle.org



SCAN ME

Academy Trust Website:

www.penkriddle-middle.org



Google Play



SCAN ME



App Store



SCAN ME

School Day Monday – Thursday

	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

School Day Friday

	Start	End	Minutes
Arrival – Students can arrive onsite from 8:35am			
Registration	8:45am	8:55am	10
P1	8:55am	9:55am	60
P2	9:55am	10:55am	60
BREAK	10:55am	11:10am	15
P3	11:10am	12:10pm	60
LUNCH	12:10pm	1:00pm	50
P4	1:00pm	1:55pm	55
P5	1:55pm	2:50pm	55
Form	2:50pm	3:20pm	30

Before and Afterschool Care

Our brilliant before and after school club, offering excellent provision for working parents, is open to all Penkriddle Middle School students. If you want to know more about our wrap-around provision please email the school office at office@Penkriddle-middle.org

ACADEMIC YEAR 2023 – 2024

Inset Days

Monday 4th September 2023
Tuesday 5th September 2023
Friday 22nd December 2023
Monday 8th January 2024
Monday 22nd July 2024



Autumn Term 2023

Term Starts: Wednesday 6th September
Half Term: Monday 30th October – Friday 3rd November
Term Ends: Thursday 21st December at 1pm

Spring Term 2024

Term Starts: Tuesday 9th January
Half Term: Monday 12th February – Friday 16th February
Term Ends: Friday 22nd March

Summer Term 2024

Term Starts: Monday 8th April
May Day: Monday 6th May
Half Term: Monday 27th May – Friday 31st May
Term Ends: Friday 19th July at 1pm

Student Absence Procedure

- Please inform school as soon as possible on **each day** of absence. To report the reason – call 01785 413400 or use ClassCharts.
- 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@Penkriddle-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**.

Uniform Summary

All Students	If you are ever unsure, please contact the school office who will get confirmation from the Headteacher, whose decision is final.
<ul style="list-style-type: none"> Y7/8 black blazer with school badge Y5/6 scarlet 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 	

Girls
<ul style="list-style-type: none"> Black knee length skirt (no tight, figure-hugging stretch material e.g. no lycra / jersey materials). Examples are shown in the uniform policy. Black <u>tailored</u> 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. Summer black, knee-length, tailored city shorts. For those wishing to wear a summer dress red and white candy stripes or gingham.

Boys
<ul style="list-style-type: none"> Black <u>tailored</u> 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. Summer 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. We politely, request that on PE days children bring a spare pair of shoes to change into to avoid wearing muddy 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

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

- Pencil Case
- Blue pen
- Green pen
- Whiteboard pen
- Ruler
- Pencil
- Pencil sharpener
- Eraser
- Highlighter
- Glue Stick
- Water bottle
- Reading book
- 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.



THE PENKRIDGE MIDDLE WAY 

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 a minimum of 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	A.Gutteridge	Head of Maths	T.Grosvenor
Head of Science	M.Wright	Head of Geography	R.Cole
Head of D&T	M.De-Loyde	Head of History & RE	C.Walker
Head of Computing	L.Meredith	Head of MFL	F.Freeman
Lead teacher for Music	R.Corbett	Head of PE & PSHE	S.Sutton
Lead teacher for Art	C.Wheat	SENDCO	J.Williams

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