

## Useful information for starting school (Sept 2019).

All children return to Steiner Academy Exeter on Wednesday 4<sup>th</sup> September 2019.

**School times:** our times are staggered to comply with our planning permission

	Gates open	School starts	School finishes
Kindergarten	08.50	09.10 08.50 - 09.10 parents stay and play or early morning activities	14.00 or 15.30*
Lower school (classes 1 - 5)	08.50	09.10 classrooms open 09.05	15.45*
Middle and upper school (classes 6 - 10)	08.50	08.55	15.45

Please note; Kindergarten finishes at 14.00 every day and class 1-2 finish at 14.00 on a Wed and Fri. If you would like your Kindergarten or class 1 and 2 child to stay for afternoon care you must book a week in advance on Arbor. For help on how to book please see the parent information on our website.

**Wrap Around Care:** The Ark@Steiner provide a breakfast, afterschool and holiday club on site. Please contact [admin@exwickark.co.uk](mailto:admin@exwickark.co.uk) or 01392 425551 for further details.

**Safeguarding:** Keeping your child safe is very important to us. Please help us by ensuring any gate you go through closes and locks behind you. **All visitors MUST report to Reception.**

**Parking:** Parking is not plentiful around school. Please refer to our website for detailed plans of how to drop off and pick up your child. We ask that all children from class 4 up are dropped off in the designated areas and walk themselves onto the school site. This enables parents with smaller children to park safely.

### Dress Code:

**We DO want to see:**

- sensible clothing and footwear appropriate to the season;
- clothing that is clean, tidy, comfortable and appropriate for movement;
- a top being worn at all times; ensuring it comes below the waist.

**We DO NOT want to see:**

- dirty, torn or ripped clothing;
- children without coats when the weather is cold or wet;
- any clothing with text, logos or images that cannot be easily covered by an outstretched hand (approx.) or any images or text of a morbid, sexual, provocative or abusive nature or that does not reflect the ethos of our school;
- make-up, jewellery or dyed hair in classes 1 - 7;
- excessive jewellery, make-up or any non-natural hair colours in classes 8,9,10
- piercings anywhere other than in the ear lobe (and no more than one pair of studs);
- thin strapped vest tops (the thicker strapped style is acceptable);
- shorts/skirts any less than mid-thigh length.

**Equipment:** We ask parents to provide the following equipment for all children in the school;

- slippers or indoor shoes (CLASS 5 and below)
- waterproof coat and trousers;
- a spare set of clothing for emergencies;
- wellies, waterproof clothing, hat, gloves and sun cream for summer;
- lunch box (if packed lunch) and water bottle- Labelled with Child's name.
- comfortable waterproof rucksack or backpack (for day walks);
- pencil case with ruler & fountain pen which takes small cartridges (SAE supply these)(CLASS 6 and up)
- a games kit for games lessons from class 4 up (a white short or long sleeved top and black trousers/shorts, studded rugby/football boots and trainers); a towel for shower after PE session if desired.

### How we communicate with you;

- **Whole school weekly newsletter**, available at Reception in paper form on Friday and emailed to all parents, **reminders for events** via email a week in advance.
- **Emails from individual teachers** to parents each half term with updates, plans and requests.

If you are unable to check emails regularly and would like paper copies of emails please contact Reception. We do also use text messages and our Facebook page (Steiner Academy Exeter) as other channels for communicating with parents.

**How to communicate with us;** your child’s class teacher or guardian is the first person to contact if you have any questions. They can be contacted via reception and a time for a meeting or a phone call can be arranged. Reception can be contacted on 01392 757371 or [admin@steineracademyexeter.org.uk](mailto:admin@steineracademyexeter.org.uk)

**Reception open times:** reception is open for parents daily 08.50- 09.10 and 15.30 - 16.00. Please wait for your turn to speak to a receptionist - we will always prioritise students. **Your child must report to reception if they are late or leaving early.**

**Reporting Absences** If your child is unable to attend school due to an unforeseen circumstance or illness you must inform the school before 9.00am on the first day of the absence and every day thereafter. Please either email [absence@steineracademyexeter.org.uk](mailto:absence@steineracademyexeter.org.uk) or phone [01392 757371](tel:01392757371) and leave a message on the school answer phone, selecting the absence option (3) from the menu.

**Medical Appointments**

If your child has to attend a medical appointment please provide a copy of the hospital letter or appointment slip in advance of the date. If you are unable to provide evidence, we may not be able to authorise the absence.

**Non-medical absences**

For any absence not medical related a S2 form will need to be completed and given to the school at least 3 school weeks in advance of the requested absence. Please note that by law schools are only able to authorise term time absences if they are satisfied there are exceptional circumstances. Please contact the school if you are unsure. **For more information on attendance and absence reporting please visit the website or contact the Attendance Officer on 01392 757371.**

**Arbor and Parent Pay:** We are now using Arbor's parent portal (or app) for checking your contact details, booking afternoon care, booking parents meetings and renewing your consents including trips. Eventually we hope that you will be able to make payments for school meals, trips and equipment on Arbor. For now we are continuing to use Parent Pay. **To login to Arbor** you need to use the email address you gave the school and go to: <https://steiner-academy-exeter.uk.arbor.sc>. You will be prompted how to log in from here. There are help documents on our parent information page on the website.



Once your child starts school you will be sent an email about your Parent Pay account. You use this to book and pay for school meals (unless your child gets free school meals), trips and equipment. If you have any questions please contact: [parentpay@steineracademyexeter.org.uk](mailto:parentpay@steineracademyexeter.org.uk)

**School meals** must be booked and paid for in advance on Parent Pay. If your child is in Kindergarten and class 1 you don't pay for school meals and don't need to book on Parent Pay. Class 2 must now book and pay in advance for school meals

**Class names and teachers/guardians**

Class	Year	Class name	Class teacher/guardian
Kindergarten	Reception and Yr 1	Spindlewood	Theresa Trapp
Kindergarten	Reception and Yr 1	Elmwood	Sam Taylor
Kindergarten	Reception and Yr 1	Cherry Tree	Genevieve Keys
Class 1/2	2/3	Oak	Harriet English
Class 1/2	2/3	Sycamore	Steve Hayman
Class 2	3	Cedar	Zoe Collins/Holly MacPherson
Class 3/4	4/5	Holly	Tamsin MacLellan
Class 3/4	4/5	Ivy	Karen Callus
Class 5	6	Hazel	Hettie Geering
Class 6	7	Poplar	Sue Neale*
Class 6	7	Spruce	Jenny Wragg*
Class 7	8	Willow	Steve O'Connell*
Class 7	8	Juniper	Deborah Cruickshank*
Class 8	9	Beech	Sara Jarman
Class 8	9	Maple	Danny Parcel
Class 9	10	Ash	Laila Darwish
Class 10	11	Elder	Hannah Cockburn/Steve Forrest

\* The named guardian will take the class's register and they will be co-taught with the other class's guardian for main lesson and guardian time.