Alsagers Bank Primary Academy

Parent / Pupil Handbook

2026 /2027

Pupil/Parent Handbook

We hope this handbook gives clear guidance to our pupils and their parents as to the procedures for daily school life at Alsagers Bank Primary Academy.

Our School

Alsagers Bank Primary Academy is a rural primary school with 192 pupils on role (September 2026). Our school is proud to be part of The Societas Trust.

Chair of Governors	Mrs Kelly Clarke
Vice Chair of Governors	Mrs Vanessa Cotton
Headteacher Governor	Mrs Lisa Chell
Staff Governor	Mr Jon Powell
Staff Governor	Mrs Trish Bagnall
Governor	Mrs Jodie Kessel
Governor	Mrs Steph Allcock
Governor	Mr Chris Parkes
Governor	Miss Shanice Harris
Governor	Miss Meg Hall
Governor	Mr Justin Holcroft

Staff

Headteacher	Mrs Lisa Chell
Deputy Headteacher, SENCO	Mrs Stacey Coll
Bursar	Mrs Trish Bagnall
Office Assistant	Mrs Kimberley Dutton
Home School Link worker/ Assistant SENCO / TA / Deputy Designated Safeguarding Lead	Mrs Julie Prideaux
Teacher	Mr Jon Powell
Teacher	Miss Kirsty Foyle
Teacher	Mr Ryan Smith
Teacher	Miss Hannah Hawley
Teacher	Miss Rebekah Sterio
Teacher	Miss Leah Carvell
Teacher	Mrs Kimberley Yardy
High Level Teaching Assistant – HLTA	Mrs Keri Blanch
Teaching Assistant / Level 6 PE Leader / HLTA	Mrs Amy Waine
Teaching Assistant	Mrs Julie Jaques
Teaching Assistant	Mrs Emma Brayford
Teaching Assistant	Mrs Demelza Hazeldine
Teaching Assistant	Mrs Julie Prideaux
Teaching Assistant	Mrs Katy Mottram
Site Supervisor	Mr Richard Chell
Lunchtime Senior Supervisor	Mrs Kerry Clarke
Lunchtime Supervisors	Mrs Lisa Hadgett, Mrs Liz Hand, Miss Sam Lynd, Miss Tammy Harrison, Mrs Debra Davies
Catering	Mrs Liz Sherratt, Mrs Julie Jarvis
Cleaning	Mrs Lisa Hadgett, Mrs Kerry Clarke
Crossing Patrol	Mr Phillip White
Breakfast & After School Club	Mrs Emma Brayford (Leader), Mrs Demelza Hazeldine, Mrs Kerry Clarke, Mrs Amy Waine.

Uniform

Uniform provides our children with a sense of belonging to the school.
Our uniform consists of:

Uniform for Early Years & Key Stage 1

Branded or unbranded dark blue jumper or cardigan
Branded or unbranded red polo shirt
Grey trousers or skirt
Black sensible school shoes
During summer months, pupils may wear a blue or red gingham school dress or grey tailored shorts.

Uniform for Key Stage 2

Branded or unbranded dark blue jumper or cardigan
White shirt
School tie
Grey trousers or skirt
Black sensible school shoes
During summer months, pupils may wear a blue or red gingham school dress or grey tailored shorts.

PE Kit

Black shorts or jogging bottoms
White t shirt
Branded or unbranded PE Jumper
Black pumps or trainers

PE Kits to be worn all day on PE days.

Team Colour T Shirts

Throughout the year many team events take place. Children are required to have a t-shirt in their house team colours.
House teams are:
Trent – green
Manifold - blue
Churnet - yellow
Dane - red

Our School uniform provider is Smart School Uniform, Harvey House, Hassell St, Newcastle under Lyme. ST5 1AR

We also have a selection of branded second hand school uniform available from the school office for a small donation.

Key Information / Frequently Asked Questions

Here are answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

School Office:

School Office opening times are 8.30am – 3.15pm. The answer machine is on when the office is closed or not staffed.

ParentPay:

ParentPay is our online payment system for lunches, snack, trips, enrichment clubs and other extra curricular activities.

How we communicate with you:

Weekly Newsletter - containing weekly up-dates of class activities, diary dates and weekly communications - **This is our primary communication tool.**

Teachers2Parents - Text Messaging Service This is our main method of communication. Communications from teachers, urgent or short notice communications, links to letters and newsletters.

Website – alsagersbank.org.uk

Letters to parents, class information, newsletters, weekly menus, staff information, term dates, polices and diary dates.

Email – we email parents through Arbor (our management information system)

Class Dojo - For Early Years and Key Stage 1

Facebook – news of events and celebrations.

How you communicate with us:

Telephone - 01782 720406

Email – office@alsagersbank.org.uk

Attendance

We aim to encourage and assist all children to achieve excellent levels of attendance and punctuality and reduce persistent absence in order that all pupils are assisted in reaching their potential.

Attendance and punctuality is monitored daily and analysed each half term.

If attendance is low, concerns are raised and follow up meetings are arranged with the Home School Link Worker and where necessary the Local Authority Education Welfare Officer.

Term time holidays will incur a fine - in line with Staffordshire County Councils Code of Conduct and the "Working Together to Improve School attendance" statutory guidance.

Pupil Premium – Free School Meals

Pupil premium is extra funding for your child's **education**. It is provided by the government and is normally claimed as part of **free school meals** if you or your partner are in receipt of one of the qualifying benefits. This information must be included on data sheets. Please see Mrs Bagnall check if you qualify.

Illness

Parents are asked to phone the school to inform us if their child will be absent before 9am. We expect children to attend school when suffering from routine childhood ailments e.g. colds and coughs, unless they are clearly unable to do so.

If no communication is received to inform us of an absence our attendance procedures will follow.

Information Data Sheets

These are sent to parents for completion twice each year. These are sent and returned using google forms. It is important to ensure that we have up to date emergency details for all children. If your details change at any time please inform the school office.

Key Information / Frequently Asked Questions cont.

Here are answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

What are our school times?

Doors Open - 8.40am - Start of the day: 8.45am - Lunchtime: EY - 12.30—13.30 KS1 & KS2 12.45 - 1.45

End of the day: 3.15pm

Arrivals and departures

At 8.40am children line up on playground and are collected by class teachers

Elm class: Nursery: Tipi – rear playground - entrance through EY outdoor area
Birch Class: Reception: Mobile Classroom – rear playground - entrance up ramp
Willow Class: Year 1: entrance through outdoor area - rear playground
Oak Class: Year 2: rear entrance from rear playground
Ash Class: Year 3/4: side entrance from front playground
Sycamore Class: Year 4/5: side entrance from front playground
Maple Class: Year 6: side entrance from front playground

Learning starts at 8.45am. Children arrive in classrooms, take attendance and lunch registers and prepare for the day.

Gates are open in the morning and close at 8.50am – arrivals after this time must sign in at the office.

Children must be supervised by parents before and after school on the school grounds and we kindly request that children do not play on/ or with equipment at the start and end of the school day. Children not collected at the end of the day or at the end of an after school club will be accommodated in After School Club and charges will apply as per our non collection policy.

Wraparound

Before and After School

Before and After School Provision is school run.

Please see our website for updated information, times and prices.

Curriculum and Enrichment

Our curriculum is bespoke to our children and is broad and balanced. We teach the national curriculum and enhance this by offering opportunities for outdoor learning, through educational visits, visitors and experiences.
Details for all subjects along with long term plans and assessment information for all classes are available on our website.

Key Information / Frequently Asked Questions cont.

Clubs

We have a range of clubs on offer to channel children's energy whatever their interests. These clubs are influenced by suggestions from children and adults. There is a nominal charge for these clubs, which is payable in advance on ParentPay and run between 3.15 – 4.15.

Children in receipt of pupil premium will be able to access 1 funded after school club per week.

Late collections will incur a charge.

Mixed Year Group Classes

Our small school has a Pupil Admission Number (PAN) of 25 per year group, although schools are funded with a class size of 30. Therefore, like many other schools locally we have mixed aged classes.

School meals

Our school meals service offers a choice of menu. Menus for September will be will be available on the school website from Friday 17th July. For children in Nursery and Key Stage 2, meals will be charged to ParentPay, please leave credit on your account if your child has a school meal. Children in receipt of Universal Free School Meals (Reception to Year 2) and any children eligible for Free School Meals do not need to pay on ParentPay. Lunch choices will be taken by the class teacher each day. The cost of a school meal is £3.25

Packed lunch from home

Children are encouraged to bring a healthy packed lunch into school.

Playtime Snacks/Drinks

All children in Early Years are offered fresh fruit and milk and Key Stage 1 are offered fresh fruit.

Nursery, Reception and KS1 may supplement their fruit with an item from our school snack menu.

All classes can purchase snack from our snack list which is available on the website.

Bad Weather Academy Closure Information

We will always endeavour to keep school open. In bad weather, where there is a risk to health and safety of the children, parents and staff, a decision will be taken at the earliest opportunity to inform parents of a closure. Parents will be informed via text, social media, local radio and the Staffordshire school closure website.

Key Information / Frequently Asked Questions cont.

Education Welfare Service

If your child is regularly late or absent from school, and school support and intervention has not helped to improve the situation, a referral to the EWO will be made will be made and a penalty notice could be issued.

Holidays

Term time holidays WILL incur a fine - in line with Staffordshire County Council attendance policies.

The Headteacher cannot authorise holidays except in exceptional circumstances (such as bereavement).

Holiday absence details will be passed on to the Education Welfare Service and a penalty notice may be served.

Progress and Reporting

Every child's progress is regularly assessed. To ensure that you know how your child is progressing at school we have two parent consultation evenings for all children , held in the Autumn and Spring term. The appointments are with the class teacher to discuss your child's learning. At the end of the year, you will receive a written report detailing your child's progress.

Home School Link Worker

Mrs Prideaux is our Home School Link worker and can assist families with a range of issues. If needed Mrs Prideaux can connect families with a range of external support agencies.

jprideaux@alsagersbank.org.uk

Special Educational Needs

Mrs Coll is our school SENCO

Please refer to website for up to date information and Staffordshire's local offer.

scoll@alsagersbank.org.uk

Separated Parents

We are committed to supporting separated families; ensuring that we communicate and report to both parents. Both parents can opt to be reported to. Please indicate this on data sheets.

Key Information / Frequently Asked Questions cont.

Parental Involvement

At Alsagers Bank Primary Academy we continually strive to develop new ways in which to involve parents in school life to create a real relationship and understanding between us.
These include:

Meet the Teacher - This is an opportunity to meet with the class teacher. Parents are given information about that the learning that will take place over the year, expectations, statutory assessments, routines, procedures and the wider curriculum.

Parents Evenings - We hold two formal parents evenings over the year plus an additional settling in session for new children to our EYFS in September. Please see website calendar for dates.

Watch Me Learn - Informal workshops to help you to understand how we teach your child in various subjects will be held throughout the year.

There are numerous opportunities throughout the year where we invite parents into school, such as assemblies, lunches, nativities, carol concerts, sports days and performances to name but a few. Look at our newsletters, Dojo, website and Facebook.

What to do if you have any concerns …

Your first point of contact for any concern is always your child's class teacher. If your class teacher cannot resolve your concern, your next point of contact is the Leadership team.

Mr Powell
Miss Foyle

If your concerns are not resolved by the Leadership Team your next point of contact is

Deputy Headteacher - Mrs Coll

The vast majority of concerns can be resolved informally. It is in everyone's best interests that concerns are resolved at the earliest possible stage. This can usually be achieved through discussion and good communication. However, if you are not satisfied with the outcome, a formal procedure (as outlined in our complaints policy) would then need to be followed.

Safeguarding Concerns

Any safeguarding concerns should be directed immediately to the

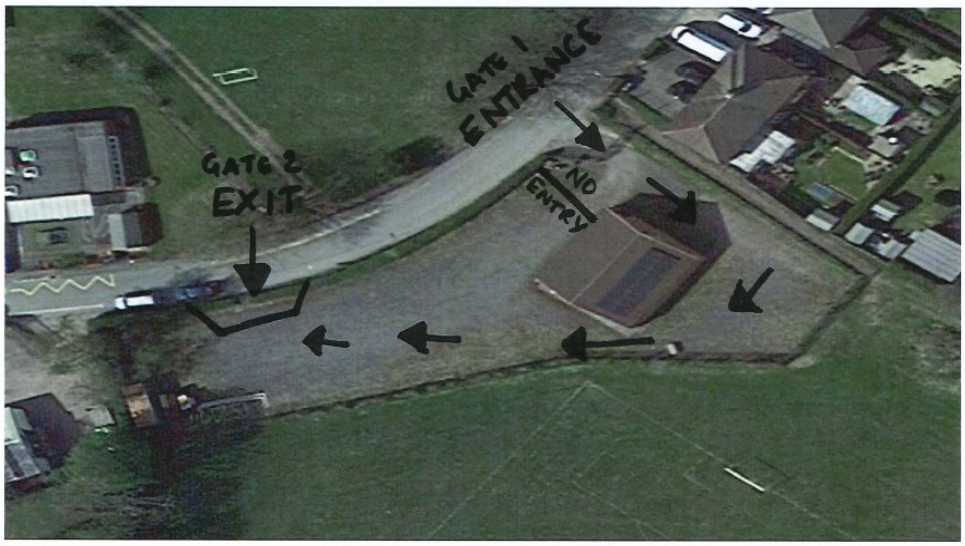
- Designated Safeguarding Lead – Mrs Chell – Headteacher
- Deputy DSL – Mrs Prideaux – Home School Link Worker
- Safeguarding Officer - Mrs S Coll

Please see safeguarding posters around school for further information on

Parking at Alsagers Bank Cricket Club

Morning drop off - gates open at 8.15am locked at 8.55am - Afternoon collection – gates open at 2.45pm locked at 3.30pm
GATE 1 IS ENTRANCE ONLY - **GATE 2** IS EXIT ONLY

Please follow the one way system around the facility and park considerately at all times.



CARS AND PEDESTRIANS USING THE PARKING FACITLITY DO SO AT THEIR OWN RISK

Please park carefully and considerately

at all times.