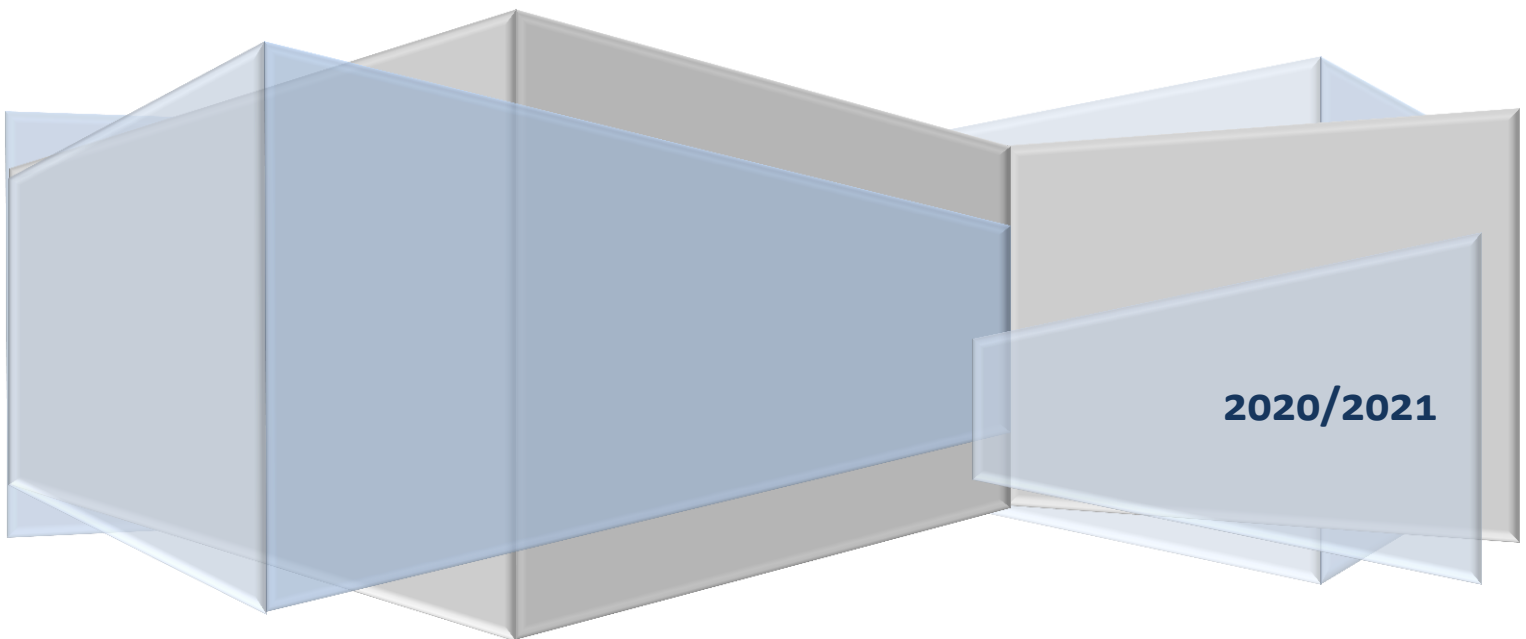




Urbis Academy Trust
Esse Optimus Qui Possum

MAYVILLE PRIMARY SCHOOL

Information Sheet



2020/2021

MAYVILLE PRIMARY SCHOOL

INFORMATION SHEET FROM SEPTEMBER 2020

Pick Up and Drop Off Times

	Nursery*	Rec	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
Start	9.00am	9.15am	9.00am	8.45am	9.00am	8.45am	8.30am	8.30am
Finish	3.30pm	3.15pm	3.30pm	3.15pm	3.30pm	3.15pm	3.00pm	3.00pm

*Nursery am - 9-12.00/pm -12.30-3.30

Parents and Carers picking up more than one sibling are kindly asked to come to the Breakfast Club Entrance next to Reception to collect their children

AM Break Time

	Yr 1	Yr 2	Yr 3	Yr 4	Yrs 5/6
Start	10.20am	10.00am	10.40am	10.20am	10.00am
Finish	10.40am	10.20am	11.00am	10.40am	10.20am

KS1 PM Break Time

	Yr 1	Yr 2
Start	2.00pm	2.15pm
Finish	2.15pm	2.30pm

Lunch Time

	Nursery	Rec	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5/6
Start	12.00pm	12.00pm	12.00pm	12.30pm	12.00pm	12.30pm	12.00pm
Finish	12.30pm	12.30pm	1.00pm	1.30pm	1.00pm	1.30pm	1.00pm

Holidays

Please see separate sheet

Uniform

School uniform is compulsory. In cold weather all children wear a Mayville School jumper or cardigan, school blazer and tie (available from the school office) which are compulsory. Children are also expected to wear grey trousers or grey skirt and a white shirt and during the summer for girls a royal blue gingham dress.

The price for a jumper varies between £14.50 - £18.00 according to size, cardigans cost £14.50 to £18.00. Other clothes available from the office include fleeces, dresses, hats, coats and scarves, and kilts but trousers, skirts and shirts should be bought elsewhere. Shoes should be black trainer style. Foundation and KS1 preferably Velcro style shoes in black.

We also have extra strong PVC lined waterproof Book Bags for Early Years Foundation Stage and KS1 for £7.00 and a rucksack for KS2 for £12 and P.E bags for £3.25 (which are compulsory).

Please note that no jewellery is allowed in school except studded earrings.

Please ensure that all of your child's uniform has the name of your child clearly marked inside it.

School Dinners

School dinners cost £2.40 a day and parents are asked to pay £12.00 and must pay at least one week in advance.

We have an online payment system. Information regarding this can be obtained from the school office.

Children bringing their own lunch to school are asked not to bring fizzy drinks, sweets, foods containing nuts or crisps. Please do not send in glass bottles. Please write your child's name and class on their packed lunch container.

Children are expected to keep to their choice of school meal or packed lunch for each Half Term.

Application for free school meals can be made online by filling in a claim form on the Council website at:- www.walthamforest.gov.uk/freeschoolmeals or by calling 020 8496 3000. You can also claim by visiting Waltham Forest Direct shop which is based in Walthamstow, London.

Once your child has been awarded free school meals, you will receive a letter. Please bring this letter to the school office for us to copy.

Late Pick Up of Children

If you are unable to collect your child on time, we have the After School Club facility, as explained below. You will be charged at the After School Club rate of £10.00 for KS1 and KS2. You will be charged at the After School Club rate of £15.00 for EYFS.

After School Club

Please pre-book your place one week in advance, pay online using Sims Pay and state the days you require.

Money paid for this facility is Non-Refundable.

Children will not be Admitted to After School Club without Prior Booking.

The After School Club starts at 3.15pm (for Reception) and 3.30pm (for Nursery and Years 1 – 6) and finishes at 6.00pm. A tea is provided for the children. *Please see costings below.*

If children are not collected from After School Club when it finishes at 6.00pm, you will be charged £1.00 per minute after 6.05pm per child.

AFTER SCHOOL CLUB		
Year Group	Monday to Friday	Charge
*Nursery / Reception <i>(prices are higher due to staffing ratio)</i>	3.30pm / 3.15pm – 6.00pm	£15.00 Per Day £75.00 Per Week
Year Group	Monday to Friday	Charge
Years 1 – 6	3.15pm – 6.00pm	£10.00 Per Day £50.00 Per Week

*Sibling discount will be applied with two or more siblings.

Breakfast Club

Please pre-book your place one week in advance, pay online using Sims Pay and state the days you require.

Money paid for this facility is Non-Refundable.

Children will not be Admitted to Breakfast Club without Prior Booking.

The school canteen is open for Breakfast Club from 7.30am. **Children will not be permitted entrance to Breakfast Club after 8.40am.** The club supplies food and drinks such as toast, cereal and fruit juice. *Please see costings below.*

BREAKFAST CLUB		
Year Group	Monday to Friday	Charge
*Nursery and Reception <i>(prices are higher due to staffing ratio)</i>	7.30am – 9.00am	£5.00 Per Day £25.00 Per Week
Year Group	Monday to Friday	Charge
Years 1 – 6	7.30am – 9.00am	£3.00 Per Day £15.00 Per Week

*Sibling discount will be applied with two or more siblings.

Physical Education

Children are asked for their PE Kits to be worn to school on the days they have PE Class. They will need to wear a plain white t-shirt with black tracksuit/tracksuit bottoms and footwear suitable for sport.

Absence during Term Time

If you are taking your child out of school for any reason, you should request permission from the Head Teacher in advance. Forms are available from the School Office for you to do this (Term time holidays will not be authorised). Parents have the legal responsibility for making sure their children attend school and any unauthorised absences may be referred to the Educational Welfare Service. (Please see Attendance and Punctuality Policy).

Sickness

If your child is ill, or away from school for a medical appointment, please let the School Office know, either by phone (0208 539 5907), by letter or by personal visit. If we do not hear from you, the absence will be unauthorised. On return to school your child should bring a note, even if you phoned about their sickness.

Trustees

Parents wishing to write to the Trustees should address the letter to The Chair of Trustees, Mayville Primary School: school@mayville.waltham.sch.uk