EDITH CAVELL PRIMARY SCHOOL

Ambitious, Achieving and Nurturing

Manton Lane, Bedford. MK41 7NH

Headteacher: Miss Heather Cooke

Tel: 01234 345636 E-mail office@ecls.org.uk

https://www.edithcavellprimary.co.uk/

New Pupil Information Pack

Uniform

We expect all our children to wear a school jumper/cardigan and PE jumper carrying our logo. These can be purchased via the Price and Buckland link below:

https://price-buckland.co.uk/edith-cavell-primary-school

All other items can be purchased from any High Street store or supermarket; they **DO NOT** need to be ordered from Price and Buckland. We also offer **optional** Edith Cavell book-bags.

All uniform and items e.g. water bottles/shoes MUST be labelled.

- Blue Edith Cavell logo jumper/cardigan
- Spare underwear/uniform (Reception pupils)
- Wellies (Reception pupils)
- White polo shirt
- Grey trousers/skirts/shorts

- Black sensible shoes – NOT trainers
- Blue and white checked summer dress

- PE Kit (black or navy shorts, navy jogging bottoms, navy jumper, white t-shirt, trainers/plimsolls)
- Water bottle

- Coat/sun-hat/scarf/gloves etc. as appropriate for the weather – sun-cream to be worn in the hotter weather (to be applied at home using a 'once-a-day' sun-cream lotion)
- Healthy snack – optional
- Packed lunch – optional

ParentPay – Online Payment Service

ParentPay is our online payment service where you can book and pay for Breakfast Club and After-School Club, donate to our charity days, pay for school meals (Year 3 – Year 6) and pay for any educational visits or visitors. Your login details will be handed to you by the end of your child's first week.

Please use this link for ParentPay guidance – ParentPay – Edith Cavell Primary School.

Milk

Please register your child here: www.coolmilk.com if you would like your child to receive milk. If your child is not yet five years old, milk is free. Just before your child turns five years old, Coolmilk will contact you directly to ask if you would like your child to continue to have milk. If you wish for your child to continue to have milk, you will need to pay for this via Coolmilk.

If your child is eligible for Free School Meals, when Coolmilk contact you, you must inform the school office if you wish for your child to continue to receive milk so the school can inform Coolmilk of the changes, otherwise your child will stop receiving milk.

Coolmilk do not offer milk alternatives. If your child has a dietary requirement and drinks a milk alternative e.g. soya or oat, and you would like them to have this at school, this will need to be supplied by the parents.

Wraparound Care Clubs

As most schools, we offer wraparound care clubs – Breakfast Club and After-School Club. Our clubs, unlike many other schools, are staffed by Edith Cavell staff who work across the school during the school day. Both Clubs are available to children in Reception to Year 6. The Wraparound Care Clubs are not available for use by the children in Pre-School.

A healthy breakfast/afternoon snack is provided to the children (on arrival at Breakfast Club and approx. 4pm for After-School club). Children have a range of quiet activities such as drawing, puzzles, games and reading. Staff regularly seek the views of the children on what they would like to eat and what activities are provided. In the warmer months, children are encouraged to play outside with a member of staff in After-School Club.

All sessions must be booked and paid for prior to attending; if a pre-booking is not received, sessions will be charged at an ad-hoc rate. All bookings and payments can be made until midnight before the session.

Registration

To use Breakfast Club and After-School Club a £5 fee per family is to be paid on a yearly basis. This must be paid before use of Breakfast or After School Clubs. Payment for the registration is on ParentPay.

Breakfast

Breakfast Club is held in the school hall from 7.45am, and at 8:45am staff ensure that the children arrive safely to their classroom. Parents can use Breakfast Club every day or just for specific days when you are doing something special which needs an early start. Parents must come to Breakfast Club through the main school entrance and sign their child/ren in to attend.

After-School Club

After-School Club is held in Little Treasures Pre-School classroom from 3:30pm to 5:45pm. Parents must collect their children using the outside door that faces the carpark (access via the wooden gate by the kitchen door) and sign their child/ren out.

Prices

	Times	Cost	Late Booking Cost
Breakfast Club	7.45am – 8.45am	£5.50	£6.00
After-School Club	3.30pm-5.45pm	£11.50	£12.50
	1st hour of care*	£6.00	£6.50
	2nd hour of care	£5.50	£6.00

* 4.30-5.45pm is available for children who attend a school club, but still need to use After-School club before being collected.

Prices are regularly reviewed and may change for September 2026.

Cancellation of Wraparound Care Clubs

A booked session can be cancelled within the cancellation period (up to midnight before the session) by the same process as booking it. The school will cancel a booked session if your child is absent from school due to illness. The money will be credited back to your ParentPay account.

Additional Information

If parents/carers need to make an ad-hoc booking for a club, please contact the office on 01234 345636 or office@ecls.org.uk. The higher rate will be charged for these bookings.

Breakfast Club and After-School Club will only run when Edith Cavell Primary School is open to the children. There will be no clubs during school holidays or on any other school closure day. On early finish days (usually from 1:45pm), After-School Club will finish at 4:30pm.

Any changes in arrangements relating to your child/ren should be telephoned and reported to the school office on 01234 345636.

All ad-hoc bookings must be paid within 48 hours on ParentPay.

Guidance on how to use ParentPay can be found on our school website under the headings 'For Parents' then 'ParentPay'. Alternatively, click on this link: ParentPay – Edith Cavell Primary School.

Attendance Policy

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and well enough to do so. We do all that we can to encourage the children to attend, and to put in place appropriate procedures. We believe the most important factor in promoting good attendance is development of positive attitudes towards school.

If a child is absent

Parents should endeavour to notify the school by **9:15am** and inform us of the reason that they will not be attending school. That reason will be recorded by the school and form part of the official attendance register.

Wherever possible parents should try to make medical or dental appointments outside of school hours. Medical evidence may be requested for long periods or sporadic periods of illness.

Requests for leave of absence

Good attendance at school enables children to fully participate in all learning opportunities offered at school and as such appointments, such as dentist, optician or other appointments should be made outside of school hours. In emergency situations this is not always possible, but parents are expected to make every effort to make appointments outside the school day.

The Statutory Instruments (number 756) governing leave of absence for the purpose of a holiday were significantly tightened and took effect in September 2013. The Statutory Instruments removed the right to request leave for absence for the purpose of a holiday, except in exceptional circumstances.

The Headteacher will consider all requests for leave of absence. Any requests for leave of absence must be made at least **4 weeks** in advance of the requested leave of absence. If the child has poor attendance, the child is often late for school, the request is around assessment periods, or it is a second request quoting "exceptional circumstances" at any point within their time at Edith Cavell, the request will not be authorised.

2 days per year are allowed to be authorised for Religious Observance e.g. Eid or Diwali. Any additional days will not be authorised.

Repeated unauthorised absences

The school will contact the parents/carers of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents/carers will be asked to visit the school and discuss the reasons for repeated absences. If the situation does not improve, the school will then contact the Inclusion Welfare Officer (IWO) to arrange a meeting in school or at home to seek to ensure that the parents/carers understand the seriousness of the situation.

Monitoring Attendance

The Attendance Officer monitors pupil absence on a monthly basis. If a child's attendance is less than 92% for the academic year, a letter will be sent to the parents/carers outlining the school's concerns and that the child's attendance will be monitored over the following four weeks. When the Attendance Officer checks the records the following month, if the child's attendance has improved, then no further action will be taken at that point. If the child's overall attendance has improved, then no further action will be taken at that point. If the child's attendance for the academic year has fallen further, parents will be invited in to the school to meet with the Family Support Worker and/or Headteacher to discuss the reasons for poor attendance, and what the school can do to support an improvement in attendance and formulate an action plan for the school and family to work together to improve attendance.

Lateness

Children need to be on time for school so that they are ready to learn. If your child misses the start of the school day they miss the learning input, information and news for the day. Arriving late for school can be upsetting for your child and is disruptive for the other children.

How we manage lateness

The classroom doors are open from 8:45am and the school day starts at 8:55am when the classroom doors are closed. We expect your child to be in class by 8:55am (the start of the school day) when registers are marked. If your child is not in the classroom at that time, they will receive a late mark. Registers are closed at 9:25am and, in accordance with the Regulations, a child who arrives after the registers are closed will be marked "absent late" – a mark that shows the child to be on-site but which is included in the unauthorised absence figures.

Picking your child up late

If you are late picking your child up at the end of the school day, they will be placed into After-School Club after 3:45pm and you will be charged a Late Pick-Up fee of **£5** which is payable on ParentPay.

Rewards for good attendance

Class attendance – We review the attendance each week, and the class with the best attendance look after the "Attendance Bear" for the following week.

Pupil attendance – Children with 100% attendance at the end of each school term receive a special certificate and a wristband – either bronze, silver or gold.

Parking on School Site

Parents are **not** allowed to park in the school car park during the school day. Gates will be locked at drop-off and pick-up times and monitored.

Parents are allowed to park in the school car park when dropping off for Breakfast Club before 8.30am or picking up from After-School Club after 4pm.

School Dinners/Snacks

Booking School Dinners

If you wish your child to have a school dinner, they have to be booked through ParentPay. Parents/carers are able to choose the meal with or for their child – There are two main hot meal options, a jacket potato or sandwich of the day. Our Option 2 hot meal will always be a vegetarian option.

Booking your child's meals has to be done before midnight the night before. You can book up to 3 weeks in advance. Meals must be paid for prior to the day's lunch. If your child is in Reception, Y1 or Y2, or is entitled to Free School Meals, there will be no charge. You can alternatively provide a packed lunch for your child.

The school office checks daily to make sure that no child is without a lunch. If you have not booked a hot meal for your child, or provided a packed lunch, the office will book your child the **Option 2 – Vegetarian** meal. If you incur debt with your child's lunches, the school kitchen (run by Caterlink) will inform the school finance officer and hot meals will be stopped, and parents/carers then **must** provide a packed lunch until the debt is cleared.

Please see our Summer Term menu, and our Picture Summer Term menu.

Prices

	Years 3 & 4	Years 5 & 6
Per day	£2.82	£2.92
Per week	£14.10	£14.60
Per month (20 days)	£56.40	£58.40

Prices are regularly reviewed and may change for September 2026.

Snacks

Edith Cavell Primary School is a Healthy Eating School. Snacks provided by parents must be healthy – no chocolate, no sweets, no pastries etc. We recommend snacks such as fruit or vegetables such as apples, oranges, bananas, peppers or carrots, or yoghurts or rice cakes. Please bear in mind that snacks such as grapes and tomatoes should be cut in half for younger students, as they could pose a choking risk.

Nut-Free

Edith Cavell Primary School is also a **Nut-Free School**. We have children and staff with allergies to various nuts, and therefore any snacks or items in lunch boxes containing nuts will be confiscated and given back to the parents/carers at the end of the day. This means that no peanut bags or trail mixes, or snack bars containing nuts are allowed. Please check on certain fillings, as items such as chocolate filled croissants usually contain hazelnuts.

Class Dojo

As a school we use a free app called Class Dojo to create a school and class communities, where we can securely send school wide updates; share photos, videos, files, and announcements about school events, visitors and educational visits; and keep everyone in the loop with upcoming happenings.

Class Dojo enables school and parents to use two-way messaging that can automatically translate into 130+ languages.

You will be invited to join Class Dojo by your class teacher once your child has started school. It is not compulsory to join, but if you choose not join you may miss out on reminders, information or events that take place in the school or class.