

Bicton CE Primary School & Nursery



Parent Welcome Pack



Bicton C of E Primary School and Nursery

Bicton Lane, Bicton, Shrewsbury, Shropshire. SY3 8EH

Telephone: 01743 850212 Email: admin@bicton.shropshire.sch.uk

Website: www.bictonschool.org.uk

Head teacher: Mrs Natalie Johnson BA (Hons)



Dear Parents and Guardians,

Welcome to Bicton CE Primary School

Firstly, I would like to say a big thank you on behalf of all our staff and governors for choosing Bicton CE Primary School for your child. We look forward to welcoming your family to our school and getting to know you and your child.

We have provided you with a range of information in this welcome pack. Some is for your information and others are forms which we need you to complete and return as soon as possible. We have also created an [online form here](#), which will allow you to provide some of the information we require online, instead of completing the paper forms.

We have also attached our privacy notice and the registration form which we need you to complete and return - either handwritten or typed – before your child's first day.

We know that starting school is a huge milestone for you and your family so we will do everything we can to support and reassure you. If you have any questions, please do not hesitate to contact us and we will respond to you as soon as we can.

We look forward to seeing you in September and we hope you have a wonderful summer.

Kindest regards

Mrs Natalie Johnson
Head teacher

CONTENTS

Calpol, Sun Cream and Dietary Needs	4
Free Milk for Under 5s	6
Free School Meals / Pupil Premium	7
Gate Procedures and End of the Day	8
Home-School Agreement	9
sQuid - Cashless Payment System	10
Uniform	15
Website and Home-School Communication	18

Administration of Calpol in School

As part of our medical policy and practice, there is the option for you to give consent for your child/children to be administered a one-off dose of Calpol during the school day. From time to time your child may start to feel unwell in School and we would of course inform you as soon as possible if it were felt that your child needed to go home. However, there are occasions where Calpol may provide the relief your child needs to continue through the rest of the school day.

Calpol would be administered as a one-off dose no earlier than 1:00 pm. This is to ensure that at least 4 hours has passed since any medication has been given prior to the beginning of the school day. A slip would be sent home with your child to inform you of the time of administration and amount of Calpol administered, which would be the prescribed dose for your child's age.

This one-off dose of Calpol would not be in place of any Calpol held in School for those children on regular medication.

Sun Cream

Children may bring their own sun cream to re-apply during the day in warm weather and we will remind them to do so. However, we have a small supply of sun cream in school which we can provide to your children for them to apply if we receive your permission. Your agreement to this will apply for the whole of their time at the school unless you inform us otherwise.

If you would like to give consent for your child to receive a one-off dose of Calpol, and / or sun cream, please complete the [online form here](#) or the consent form on the following page and return it to the School Office.

Pupil Dietary Needs / Food Allergies or Intolerances

Please complete the [online form](#) or the form on the following page, to share information about your child. The information provided will be used to inform the school kitchen and school staff of any dietary needs / food allergies or intolerances. Even if the answer is 'Nil' to both questions, we still need to know.

If you have any questions or concerns, please do not hesitate to contact us.

Child's Name _____

Date of Birth _____

CONSENT FOR THE ADMINISTRATION OF CALPOL

YES/NO (delete as applicable)

I give permission for my child to be administered Calpol in School, as per the prescribed dose for my child's age.

I understand that this is a one-off dose of Calpol and if symptoms persist it may be necessary for me to collect my child.

CONSENT FOR SUN CREAM

YES/NO (delete as applicable)

I give permission for my child to be provided with Factor 50 sun cream when required (in school time and during school trips.)

SPECIAL DIETARY NEEDS

FOOD ALLERGIES / INTOLERANCES

Date _____

Parent / Guardian _____ (Print Name)

Signed _____

Free Milk for Under 5s

Free milk is available for all children aged under five in school, which is funded by the UK government.

In our school, this milk is provided by Cool Milk, who are the UK's leading school milk supplier.

We will register your child for their free school milk on your behalf by providing Cool Milk with your child's name and date of birth.

Shortly before your child turns five, you will be offered the opportunity to pay a subsidised rate for your child to continue to receive milk.

All information handled by the Cool Milk group is processed in accordance with the Data Protection Act. All personal information is securely stored on Cool Milk's UK servers and is never passed on to third parties without your permission.

Please let the office know if you would prefer us not to register your child for free school milk.

Free School Meals / Pupil Premium

We want to make sure that we are providing your child with the best possible education and support that we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. It can also help to improve pupils' readiness to learn.

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you are in receipt of one of the following benefits:

- Universal Credit - provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (provided you're not also entitled to Working Tax Credit) and have an annual income of no more than £16,190

Registering for free meals could also raise an extra **£1,455** for your child's primary school, to fund valuable support such as extra tuition, additional teaching staff or provision of before- and after-school activities.

This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

Please visit <https://www.shropshire.gov.uk/free-school-meals/> to check if you are eligible and to apply.

Start and End of the Day Procedures

As part of the school's policy and practice on safeguarding, we need to ensure all members of the school community are aware of the procedures for children / parents / guardians entering and leaving the school premises.

- The pedestrian gate is opened each morning at 8.35 am by a member of staff, for children to come on to the playground independently and enter their classes. The gate is locked at 8:45 am prompt.
- If for some reason a child arrives late, after the gate is locked, they should go to the main reception. Your child will be marked as 'late' if they are not in class when the register is taken.
- If your child is absent from school due to illness etc. parents / guardians should email or phone the school office on 01743 850212 by 9.30 am at the latest. A message left on the answering machine before the start of school is also acceptable. If the school is not notified of any absence, the child's absence will be recorded as 'unauthorised.'
- The school day ends at 3:15 pm. The pedestrian gate is opened shortly after 3.00 pm for parents to enter the playground. Children exit their classrooms onto the playground; younger children are 'handed over' to parents or the designated adult collecting them.
- If another adult is collecting your child at the end of the day, you MUST inform school staff. We will not allow younger children to go home with a different adult unless we have been informed. If we are not informed, we will contact you to gain your consent for your child to go home with the different adult. If your child will be going home with a childminder on set days every week, you only need to inform us at the start of this arrangement and you do not need to inform us every week unless there are changes.
- For children who travel to and from school on the school bus, please let the school office know if arrangements change during the day and you will be collecting your child instead of them travelling home on the bus.
- If you have told your child that you will be collecting them from the school office, please ensure you make staff aware of this. Office staff are usually here to supervise children for a short period of time but on occasion they may not be available to do so.

Home-School Agreement

The Parent/Guardian

I/We will:

- Ensure that my child attends school regularly, on time and is properly equipped.
- Provide an explanation if my child is absent.
- Inform the school of any concerns or problems which might affect the work or behaviour of my child.
- Support the School's efforts to maintain discipline so that the school is a safe and secure place for pupils and staff.
- Encourage my child to make the most of the opportunities offered by the School, to give support and encouragement in school work and any homework, and to work in partnership with the School in all areas of my child's education.
- Attend parents' meetings to discuss my child's work.
- Refrain from using social media to share concerns or criticisms about the School (the correct medium for this is the Complaints Policy.)
- Be courteous to other vehicle users when using the School car park, and refrain from parking on the pavement or on the zigzag lines on Bicton Lane.

Signed:

Date:

Print:

Child's Name:

Bicton CE Primary School and Nursery

The School will:

- Provide an atmosphere of mutual respect between teachers, children and parents, to form a partnership for the benefit of the children.
- Encourage children to think of others and care for them.
- Encourage children to respect and care for their surroundings.
- Teach a broad, balanced and stimulating curriculum.
- Provide encouragement and support for all children to enable them to develop their full potential.
- Inform parents about life in school and about their child's progress.
- Care for the children, treat them fairly and help them to be happy in school.
- Prepare children with the skills and knowledge for life outside school.

Signed:



Date: April 2023

sQuid Online Payment System

We use an online payment system called sQuid at our school, which is a convenient and secure way for you to pay for your child's school dinners, school trips, clubs, nursery fees and other offers online.

Why is our school cashless?

Reducing the amount of cash that we have to handle at school is a real benefit to us as it eliminates having to count and bank cash, which is extremely costly. It also benefits the pupils as they do not have to carry cash to school with the risk of it getting lost.

Please see following page regarding your child's sQuid registration details

This is a 16-digit registration number and 3-digit security code that you should register on the sQuid website. If you have more than one child at the school, they will each be issued with their own registration number. Simply follow the instructions set out in the letter to create your online sQuid account and register your child.

Once you have created a sQuid account you will be able to:

- Top up your child's account from your bank account, credit or debit card
- Enable Auto top up so that you never run out of funds
- Check your account balance
- View your transactions
- Manage your account using the convenient mobile app

We ask that you keep your child's catering account in credit (where your child pays for school dinners) to avoid office staff having to contact you to ask you to 'top up.' Once a child's catering account is more than 3 days in debit, they will not be able to order their lunch at the start of the school day until funds have been added to their account.

If you have any questions, please speak to one of our office staff.

How to register a sQuid account

Create an account and top up online

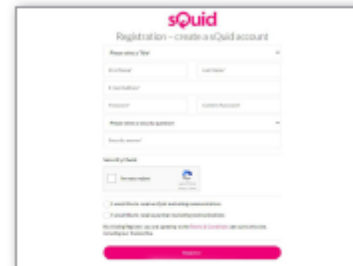
01 Getting started

Go to portal.squidcard.com and click the 'Create a customer account' link. You will then be directed through to the sQuid account registration form.



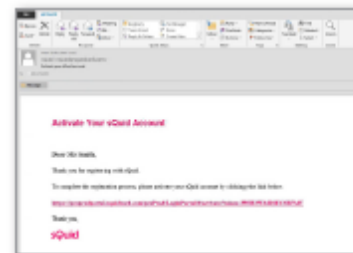
02 Create a sQuid account

You will need to enter your personal details, create a **password** and select a **security question** from the list provided, and enter your answer. Click on the 'Register' button to complete your registration.



03 Activate your sQuid account

Once your sQuid account is registered, you will receive an email from sQuid containing an **activation link**. Click on the activation link to be brought back into the sQuid portal, where you will be asked to complete some additional details.



04 Add a sQuid Registration Number (SRN)

Having created your sQuid account, you will be prompted to register your unique sQuid Registration Number. This is the **16 digit number** shown on the front of your registration letter, together with your **3 digit security code**. You'll also be able to assign an easy to remember display name on this screen.



To add any additional users to your account after this initial registration process, simply go to the 'Users' page and add the user's sQuid Registration Number and 3 digit security code.

05 Add funds to your sQuid account

You can add money to your account from a bank transfer or a credit or debit card. Click on the 'Top up' link at the top of the page, select your preferred payment method and follow the online instructions.



sQuid Frequently Asked Questions (FAQ's)

What is sQuid and why should I register for an account?

sQuid is a cashless payment system which the school uses to allow students to pay for catering and trips electronically which eliminates the need to bring cash into school.

What happens if my child has a packed lunch, do I still need to register?

We operate a cashless system within the school, so it is important to register even if your child chooses to bring a packed lunch, as we also use this system for trips, performances and other school offers.

My child is moving schools. Can I use my existing account?

1. You will need the login details provided by the new school in order to transfer your account.
2. Log in to your existing account at portal.squidcard.com
3. Select users at the top of the home page
4. Click Add User
5. Enter the sQuid registration number and CVV provided by the new school
6. Select Add to confirm.
7. You will now see two tabs for the child, one for each school.

My child is moving schools, Can I transfer my balance from one school to another?

No, funds cannot be transferred from one school account to another as they will have already been settled to the first school's bank account. Contact sQuid or existing school to arrange refund.

If you do not already have a sQuid account: How do I activate my account?

1. To activate your account, have the account activation letter from your school to hand.
2. If you have lost this or not yet received it, contact the school.
3. To set up your account, you will need to provide a current email address.
4. This will be your username and will also be used for verification purposes.
5. Navigate to portal.squidcard.com
6. Click on create a customer account
7. Follow the registration steps explained more fully in the next section.
8. Once complete you will need to go to your emails and open the activation email from sQuid.
9. After activating, return to portal.squidcard.com
10. Enter the username and password you have created
11. Fill in the personal details, click save
12. Enter the 16 digit sQuid number, the CVV and a username.

To register your online sQuid account, please follow these steps:

You will be issued with a letter outlining the procedure for registering your squid account:

1. Enter your name and email address
2. Create a password
3. Select a 'security question' from the dropdown list
4. Tick the appropriate boxes regarding marketing communications
5. Click the 'Register' button

I am trying to register a new account but when I select next, nothing happens?

Please ensure that you have completed all mandatory fields marked with an asterisk (*). Please ensure the username is as unique to you as possible and therefore could not have been used by another sQuid user. Please also ensure that you have opened and read the Terms & Conditions as well as ticking the checkbox to confirm that you have read and agreed to our Terms & Conditions.

How do I Top up dinner money?

1. Log into your sQuid account.
2. Select the tab of the child you wish to make the payment for.
3. Select the Catering Purse.
4. Select amount under top up and add to basket.
5. Click on view basket at the top of the screen.
6. Select checkout and follow the instructions.

How do I pay for breakfast club?

1. Log into your sQuid account
2. Select the tab of the child you wish to make payment for.
3. Select the Bookings available from the Trips and Offers Purse.
4. View the Breakfast Clubs available.
5. Book the club required. You are able to book and pay for clubs weekly or for the whole term if you prefer.
6. Click on view basket at the top of the screen.
7. Select checkout and follow the instructions.

How do I pay for trips, after school clubs or other offers?

1. Log into your sQuid account.
2. Select the tab of the child you wish to make the payment for.
3. Select offers at the top of the page.
4. Select new offers.
5. Choose the offer, after school club or trip you would like to purchase and add to basket.
6. Select view basket at the top of the screen.
7. Adjust quantity as required.
8. Select checkout and follow the instructions.

If I have forgotten my login details what do I need to do?

If you have forgotten your username, please click on the 'Forgotten Username' link on the login screen. An email will then be sent to your registered email address with your account username. If you have forgotten your password, please click on the 'Forgotten Password' reset link at the bottom of the login screen. An email will be sent to your registered email address with instructions to follow to change your password.

What happens at fundraising and evening events that I may attend with my child, such as concerts and school productions?

The purchase of tickets is through the sQuid system, but they will need to bring money with them to purchase refreshments on the night. When there are fundraising events in the school, your child will need to bring cash into school to participate in these events.

What happens if my child is in receipt of free school meals?

If your child is in receipt of free school meals, the school will be notified of this. Please note that the entitlement to free school meals will allow your child to order a school lunch each day.

It will still be necessary to register for a sQuid account if you would like your child to have a drink with their lunch as this will be chargeable. It is important to register for a sQuid account to allow you to pay for clubs, school trips, nursery fees, performances and other school offers.

If you are unsure whether you are entitled to Free School Meals please look at the Schools and Education area of Shropshire Council's website or speak to the school office who will be able to give you the contact details.

I have topped up my sQuid account but the funds are not yet shown on the current balance. Why not?

It may take a few moments for the funds to register in the school's account. Please check that the funds are not in the trip or catering purses still. If they are, this means that you just transferred funds to the purse but have not allocated it against a school item.

It may be that your school is not currently connecting to sQuid and therefore the account cannot be updated. Please rest assured that an alert email is sent to the school to notify them when they're not connecting and we work as quickly as possible to resolve connectivity issues. Once the school is connecting back to sQuid, your balance and transactions will be updated instantly.

How do I activate and deactivate auto top up?

If you would like to activate auto top up, please log in to your online sQuid account then select 'top up' and then 'manage auto top up' and then select the tick box next to 'auto top up' select the amount at which you would like top up to take place and click 'submit'. Once you have completed this process auto top up will have been activated.

To deactivate auto top up, please log in to your online sQuid account then select 'top up' and then 'manage auto top up' and then de-select the tick box next to 'auto top up' and click 'submit'. Once you have completed this process auto top up will have been deactivated.

My child has been charged for an item they did not purchase. How do I get a refund?

Please contact the school office and we will investigate your query and arrange any necessary refund.

What happens if I add money to the wrong purse? Can school move it for me?

If you add funds to the wrong purse, you will need to contact sQuid and they will transfer it for you e.g. if you add money to the Catering purse by mistake and it should have been added to the Trips and Offers Purse. School are not able to move funds between purses for parents. Please click on the link below for contact details and FAQ's.

[Help :: sQuid \(squidcard.com\)](http://Help::sQuid (squidcard.com))

What if I still have a question?

If you still have questions on how to use sQuid, please look click on the Help Centre tab at the bottom of the sQuid website page once you are logged in.

Uniform expectations

We expect all children to arrive at school wearing the correct uniform and ready to learn, and we appreciate your cooperation with this.

All items of our school uniform can be purchased from a range of low-cost retailers at reasonable costs. We have kept the number of branded (school logo) items of uniform to a minimum and purchase of these is optional. These can be purchased from School Shop Direct – see following pages.

Children should wear:

- Smart grey / black trousers or shorts. (Jeans or other casual styles must not be worn.)
- Grey / black skirt or pinafore, or blue & white gingham dress (in the summer.)
- School logo or plain royal blue sweatshirt, cardigan, jumper. (Other styles or colours of jumper, fleece top, cardigan or hooded tracksuit top should not be worn.)
- White / pale blue shirt, blouse (long or short sleeved) or polo shirt.
- Grey / navy / black / white socks or tights. (Patterned / coloured tights or socks should not be worn.)
- Black / navy / brown sensible shoes with Velcro, buckles or laces. (Trainers and high-heeled fashion footwear must not be worn.)
- In the summer term, children may wear sandals, with socks, which need to be securely fastened. (Crocs / jelly shoes / flip flops should not be worn.)

PE – children should come to school wearing their PE kit on their class PE days.

- **PLAIN** royal blue / pale blue / white t-shirt or school logo PE t-shirt. (No other t-shirts should be worn.) School sweatshirt or **PLAIN** royal/navy blue sweatshirt can be worn but **NO OTHER COLOURS.**
- **PLAIN** black or navy shorts / jogging bottoms / leggings (Football kit should not be worn.)
- Pumps / trainers.

Please label all items of uniform, including coats and PE kit, with your child's name.

- Necklaces, bracelets and rings must not be worn.
- Discrete stud earrings can be worn but these must be removed for PE or ideally not worn on PE days.
- Children must not come to school wearing makeup or children's body transfers / tattoos.
- Hair styles should be neat and tidy. Long hair should ideally be tied back with simple hair accessories. Elaborate bows or hair bands are not permitted. Children should not come to school with heavily spiked, gelled or shaved hairstyles. Colour-sprayed hair is not allowed on a normal school day.

We often have second-hand uniform available at school. If you need support with providing uniform for your child, please speak to the Head teacher in confidence.



There are several ways to buy items

Shop *Opening days/times overleaf*

Telephone *Call us on 01743 440 449*

Online *www.schoolshopdirect.co.uk*

Email *info@schoolshopdirect.co.uk*

Why not come and see us?

Unit 17 / 18
Sundorne Trade Park
Featherbed lane
Shrewsbury
SY1 4NS

www.schoolshopdirect.co.uk



Opening Hours

Monday	9 - 5 pm
Tuesday	9 - 5 pm
Wednesday	9 - 5 pm
Thursday	9 - 5 pm
Friday	9 - 5 pm
Saturday	10 - 4 pm

Extended Easter and Summer School holiday opening hours

please visit our website for more information

Don't forget...

we also supply Brownie/Cub etc uniform,
and offer a full range of sports team wear

www.schoolshopdirect.co.uk

School Website and Home-School Communication

Our website is a great way to let you and the general public find out more about our school. You can visit the site at www.bictonschool.org.uk

News and information is published as it happens or via our 'weekly newsletter.' A link to this is sent out on *Class Dojo / Tapestry* so that you don't miss things.

Each class has their own area on the website, where they can relay news and activities. We use this to upload photos, but we may also use *Tapestry* and *ClassDojo* to share news between home and school (details will follow once your child starts school.)

Paper-based systems are also used at times, so remember to check your child's book bag.

Parents who do not have internet access should let the school office know.

If you do not wish any photos of your child to be uploaded to the website, please ensure that you indicate this on page 4 of the registration form (photo consent section).

We ask that any images 'copied' from the website, where other children are visible in the photo, are not uploaded to social media sites unless you have permission from those children's parents. Thank you in advance for adhering to this request.