



Goldsmith Primary Academy



A part of Windsor
Academy Trust



Goldsmith Road, Harden,
Walsall, WS3 1DL



01922 710182



postbox@goldsmith.windsoracademytrust.org.uk



www.goldsmithprimary.org.uk



@goldsmithwalsal

Place of registration: England



Dear Parent/Carer

Listed below is important information to help your child settle well into school life here at Goldsmith Primary Academy:

Timings of the day

8:00am - 8:20am Breakfast Club opens

8:40am - the main Goldsmith Road gate opens for all students

8:45am - 8:50am School starts

10:15am - 10:30am Break time KS1

10:45am - 11:00am Break time KS2

11:45am - 12.15pm Reception lunch

12:00pm -12:45pm KS1 lunch

12:30pm - 1:15pm KS2 lunch

3:20pm - Home time

3:30pm - Gates shut (KS1 playground for Reception to year 3 and main Goldsmith Road gate for Year 4 to 6)

Break Times

At break, we provide fruit or vegetables Reception, Year 1 and Year 2. Year 3 to 6 are provided with toast. This is free of charge.

Please make sure you send your child with a bottle of water that is clearly named to drink throughout the school day.

School Meals

All children in Reception, Year 1 and Year 2 can enjoy school meals for free.

Children in Years 3 to 6 may be able to claim free school meals (eligibility criteria include a family income less than £16,190 and not in receipt of Working Tax Credit). This is checked via the Free School Meals Form enclosed in your child's admission pack. Please complete this regardless of eligibility.

If you are not entitled to free school meals, lunches cost **£2.40**. Payments are made via your Arbor app.

The weekly menu can be found on the school website [here](#).
(Home > School Life > Essential information > School Meals).



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Dietary/Allergies

If your child has any allergies or dietary needs, please inform us on your child's admission form and regularly update the school office of any changes.

Please note: we are a NUT FREE school. We ask that no products containing nuts are sent into school. We will throw away any products that contain nuts.

Communication - Arbor/ClassDojo

We use Arbor and ClassDojo as our main form of communication with parents. Please ensure you provide an email address on your child's admission paperwork, in order for us to connect you.

Arbor is a secure smartphone app that allows us to communicate in an effective and simple way.

We use Arbor in the following way:

- Communicating with you - we will send you parent letters, messages and reminders about activities and events via messaging in the Arbor app.
- Booking events - you will be able to book after school clubs, appointments for parents evenings and other events.
- Making payments - you will be able to make payments for lunches, trips and select items of school uniform.

Download both the Arbor app and ClassDojo app

Once you have registered, we highly recommend downloading the Arbor and ClassDojo app on your smartphone. This will allow you to receive alerts on your phone and do everything within the app, rather than via email.

To download the app, search for Arbor or ClassDojo in your app store. Once downloaded, you can log in using the details you have registered with school and we will send you a registration email.

Class Dojo - we will send an invite via text message or email to your phone.

Before and After School Clubs

8:00am - 8:20am - Breakfast Club is open to all pupils from 8:00am and is free of charge. Your child will be able to eat breakfast, read, chat with friends, play games and more. The final entry to Breakfast Club will be at 8:20am. If you wish to send your child to Breakfast Club, enter the school site via the main Goldsmith Road entrance. A member of staff will be waiting to greet them.



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3:20pm - 4:20pm - After school clubs run every evening. You can sign up to these clubs via Arbor at start of every term on a first come, first served basis. Note: clubs do not run on the first week and last week of a term.

Further information on our clubs can be found on our [school website](#).
(Home > School Life > Essential information > School Clubs and Extracurricular Activities).

3:20pm - 5:00pm - We also provide an additional paid after school club. This is a paid provision and you will need to book and pay for this via Arbor. The cost from 3:20pm - 4:20pm is £4.00 and 3:20pm - 5:00pm is £7.50.

Praise Assembly

9:00am - 9:30am - Every Friday we hold a special assembly for pupils who are recognised for displaying one of our school's core values. If your child is selected, you will receive an invite directly via Arbor.

End of Day Collections

Gates open at 3:10pm and close promptly at 3:20pm. Please ensure you collect your child on time. We recommend collecting younger siblings first.

If someone different is collecting your child, please ensure you contact the school before the end of the day. You can send a Dojo to your child's class teacher or call the main office.

Home visits

A home visit can be completed by a member of the Pastoral team in order to support your child's transition into the school. This is mainly carried out for Reception pupils.

Attendance

It is very important for children to attend school every day. By regularly going to school, your child and your family gets to know the teacher, other children and families. The more you are involved in your child's learning, the more we can work together to support your child and make sure they get the best start to school.

At Goldsmith Primary Academy, every child should be aiming for 100% attendance and a minimum of 97% attendance is expected. Each term, we host special events for all children with high attendance (Glow in the Dark Dodgeball, Battle Archery etc). Every week, we also hold a



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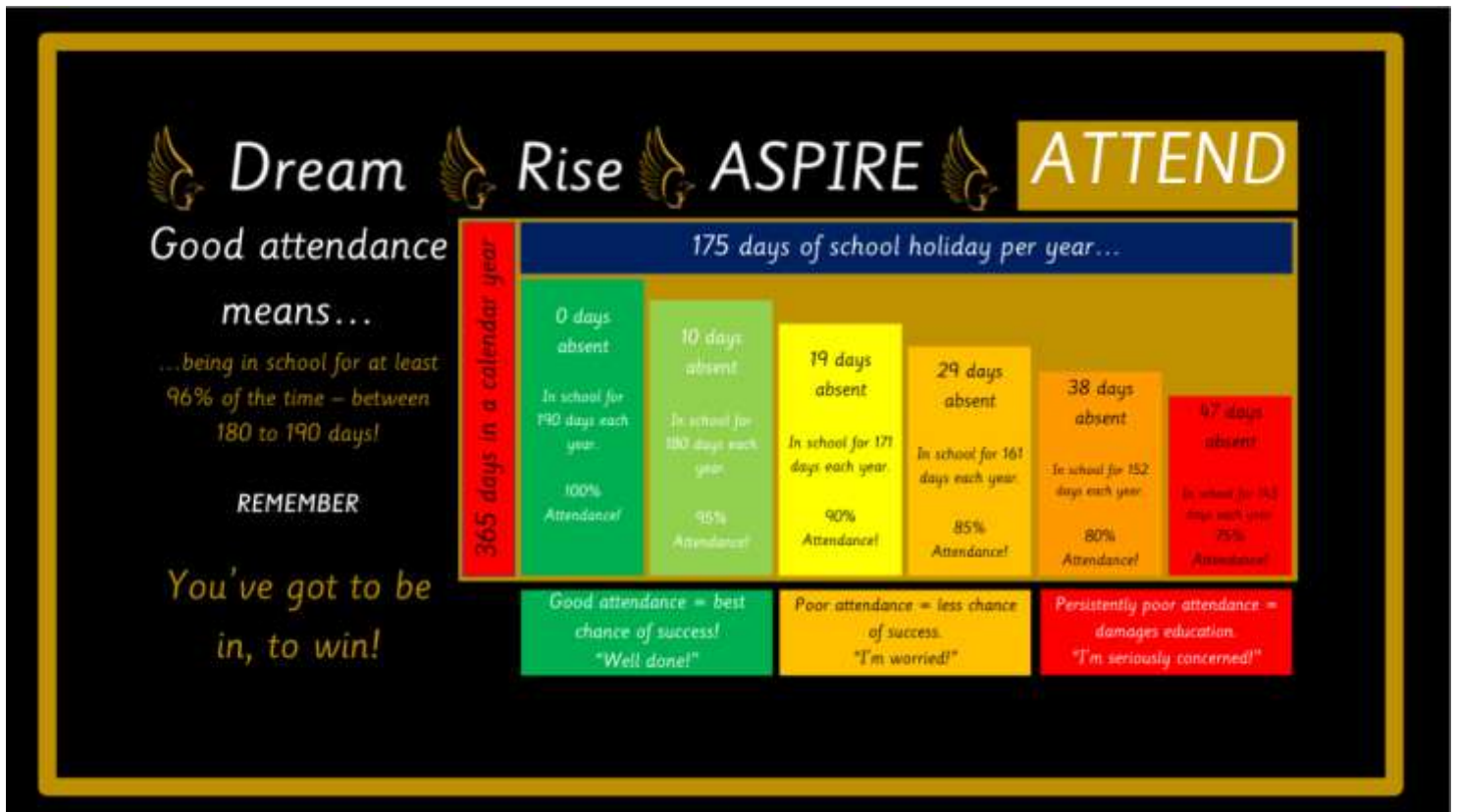


weekly league table, where the class with the best attendance receives prizes and a trophy!

How to report an absence

If your child is not well enough to attend school, call 01922 710182, selecting option 1 to speak with Mrs Lewis between 8:00am - 8:45am. Alternatively, speak with the school office where a message will be taken. Please ensure you are contacting the school **every day** of absence. If required, a home visit by the Pastoral team will take place.

Further information on attendance and how to report an absence can be found on the school website. Home > School Life > Attendance.



School Uniform

At Goldsmith Primary Academy, we believe that school uniform is an important sign that we have the same values and beliefs, and we agree to be part of one family. As such, we expect all our pupils to be wearing the correct uniform every single day. Failure to comply with the



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school's uniform policy, will result in a conversation with a member of the senior leadership team. **Please ensure you name every item (with a biro pen or name tag).**

A full, school uniform includes the following:

- Goldsmith jumper or cardigan
- Goldsmith tie (elastic or normal)
- Black or grey trousers/pinafore dress/skirt
- White collared shirt
- Black shoes (not trainers)
- No jewellery unless it is permitted for religious reasons (agreement will be in writing from the Head of School)

On your child's P.E day, they can attend in:

- Black Goldsmith P.E top
- Goldsmith jumper or cardigan
- Black or dark grey leggings or joggers
- Trainers

Further information on our [school uniform policy](#) can be found on the school website. Home > School Life > Essential Information > Uniform.

Upon joining Goldsmith Primary Academy, your child will receive a black P.E top, book bag and pencil case for free. On Arbor we also sell a select number of items (ties, book bags, P.E tops and swimming caps).

We also recommend buying branded items from [Crested School Wear](#) or [Clive Mark](#).

Safeguarding Information for Parents/Carers

As a school we adhere to the government statutory guidance 'Keeping Children Safe in Education 2024'. You can read this guidance [here](#).

School is committed to creating a happy and safe environment for our children to learn, enjoy and succeed. The school has a safeguarding policy which explains the measures we take to keep children safe. This policy is available on our school website.

What Parents and Carers should know:

Parents are the most important people to keep their children safe. As a parent you should:

- Be aware that hitting and smacking, where a mark of any kind is left on the child's body, is illegal in the UK and as a result we are duty bound to report this.



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- Know that using an implement such as a belt or wooden spoon to discipline your child is illegal in the UK and as a result we must contact children's services.
- Feel confident about raising concerns about your child.
- Talk to school if you need help or support.
- Read the relevant school policies.
- Let the school know if your child has a medical condition or has had an injury.
- Let the school know if you have any court orders relating to the safety of your child.
- Let the school know if there is a change in your circumstances such as a house move, a new contact number, a change of name, a change of parental responsibility etc.
- Inform the school as to who will be dropping off or collecting your child.
- Provide the school with two other emergency contacts. You must inform the school if these numbers change or if an agreed arrangement stops or starts.
- Let the school know if your child is going to be absent and the reasons why.
- Be vigilant in the use of online equipment by your children at home. Discuss how to keep safe when online with your children and monitor the use of social networking sites and the internet.

Useful Contacts



Mrs S Middleton
Head of Student Services
Designated Safeguarding Lead



Mrs S Taylor-Janes
Family Support Worker
Deputy Designated Safeguarding Lead



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Mr M Wakeman
Headteacher
Deputy Designated Safeguarding Lead



Mrs S Ayres
SENCo
Deputy Designated Safeguarding Lead

We look forward to welcoming you and your child/ren into our Goldsmith family! If you have any questions, please do not hesitate to contact your child's class teacher or the main office in the first instance who would be happy to help.

Yours sincerely

Mr M Wakeman
Headteacher



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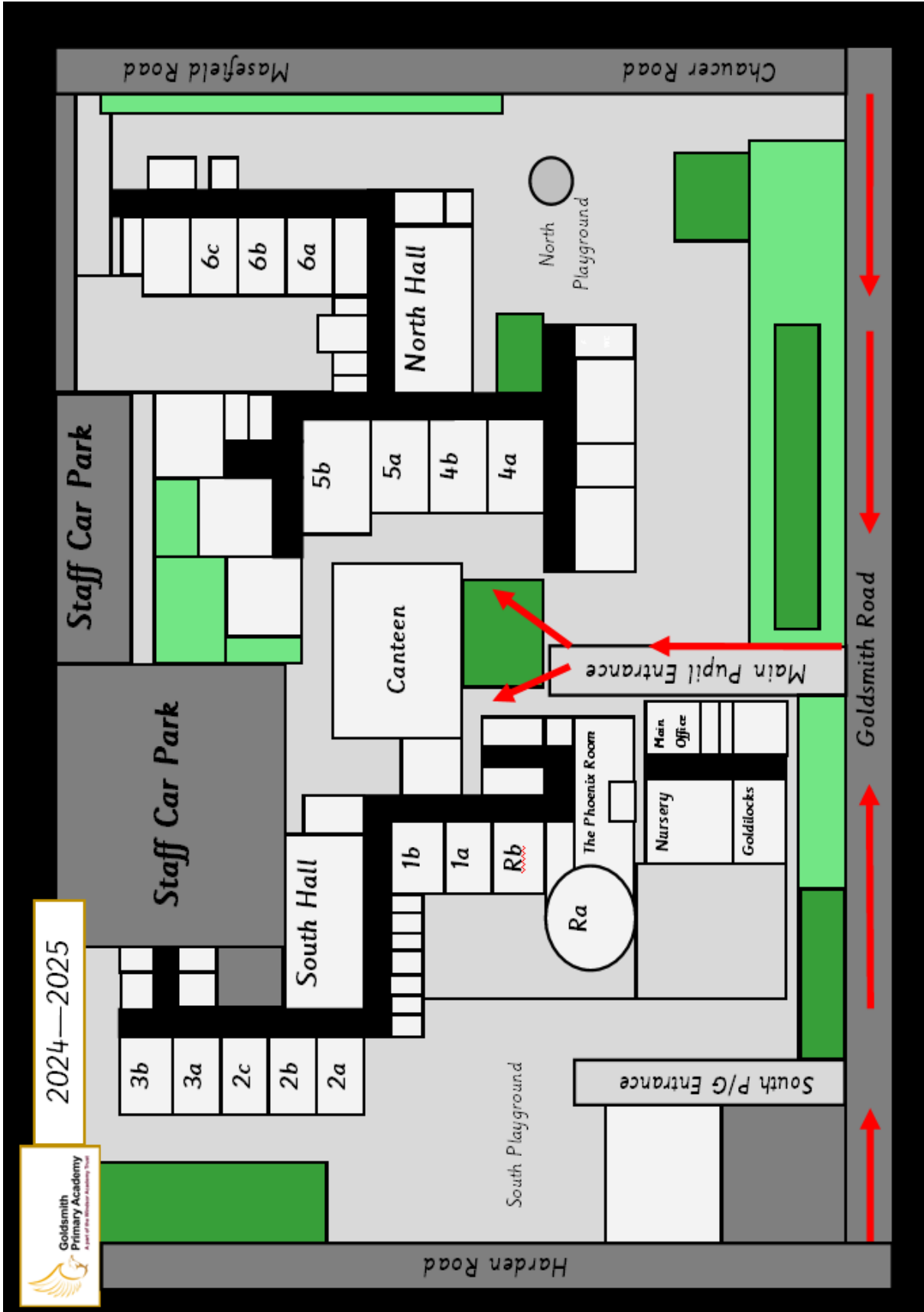


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2024—2025

