# Welcome to
# Bridekirk Dovenby School

## Parental/Carers information pack – Keep for reference

| | |
|---|---|
| **Your Child's Name:** | |
| **Team/House Colour:** | |
| **Your Child's First Day at School will be:** | |

**Work Together, Aim High, Shine Bright!**

On the following pages you will find information that you can keep for reference whilst your child is at Bridekirk Dovenby School. When information changes it is updated on our website https://www.bridekirkdovenby.cumbria.sch.uk/

# School Values, Mission and Vision

All members of our school will value the diversity of the backgrounds of all pupils, families and the wider school community and uphold 'British Values' through all aspects of our school provision and the nine protected characteristics.

We will provide a safe, calm and sustainable environment where children are motivated to learn, show respect and act responsibly according to our Christian Values,
with a promise of 'life in all its fullness' at its heart.

## Christian values

Dignity & Respect
Forgiveness
Trust
Perseverance
Wisdom & Knowledge
Hope & Aspiration



## Our Christian Vision

At Bridekirk Dovenby School, we nourish the uniqueness of our community. Rooted in love, a rich and diverse curriculum enables all to flourish and grow. Confident and secure, our children reach out, ready to embrace the seasons of life in all its fullness.

Psalm 1 *"They are like trees, planted by streams of water, which yield their fruit in its season, and their leaves do not wither. In all they do, they prosper."*

# ARBOR APP

When your child has been enrolled at our school, you will automatically be set up on our Arbor system. You will then be sent a Welcome Message via text/email to prompt you to install the App on your phone. It is also possible to use Arbor on a laptop/tablet if you prefer.

Arbor allows you to;

- to update your child's details,
- book and pay for school meals,
- book, pay and consent for school trips,
- pay for wraparound care (Breakfast and After School Club)
- book and pay for other after school clubs such as choir, dodgeball etc.
- pay for music tuition,
- send school an In-App Message including notifying school about an absence.

## School Dinners

School dinners are on a 3-week menu.

KS1 – Children in reception, year 1 and year 2 automatically receive Universal Free School Meals.

KS2 – Children pay-as-you-go for school dinners.

Here is a sample menu for the main cooked meal. Every day there are also jacket potatoes, wraps and sandwiches available with a choice or fillings and a selection of desserts which they can chose on the day.

| Week | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|---|---|---|
| 1 | Pasta Day – Pasta with Tomato Sauce, Tuna, Cheese or Ham, Garlic Bread & Salad Batons | French Bread Pizza with either Cheese, Ham or Tuna & Sweetcorn, Potatoes and Salad Batons. | Toad in the Hole (with Pork or Veggie Sausages), Potatoes, Veg & Gravy. | Crispy Chicken or Quorn fillet in a wrap with Mayo Dip, potatoes and Salad | Breaded Fish, Sausage or Quorn Sausage, Chips and Peas.<br><br>Homemade Bread |
| 2 | Mac and Cheese, Garlic Bread & Salad. | Cottage Pie or Quorn Cottage Pie, Veg and Gravy. | Roast Dinner and Quorn Fillet, Yorkshires, Potatoes and Veg. | Lasagne or Veggie Lasagne, Garlic Bread and Salad | Fish Fingers, Sausage or Quorn Sausage, Chips and Veg.<br><br>Homemade Bread |
| 3 | Pasta Day – Pasta with Pesto, Tuna, Cheese or Ham, Garlic Bread & Salad Batons. | Crispy Chicken or Quorn fillet with Sweet n Sour Dip, Rice, Chips and Salad. | Brunch – Bacon, Sausage or Veg Sausage, Hash Browns and Beans. | Pulled Pork with BBQ sauce in a soft roll, or Vegan Sausage Roll , Potatoes, and Salad Batons. | Battered Fish, Sausage or Quorn Sausage, Chips and Peas.<br><br>Homemade Bread |

# HOME-SCHOOL AGREEMENT

It is by working together that we will be able to promote a positive atmosphere within which our children can flourish. We ask you to read and sign the following agreement reflecting this partnership.

As a family we will try to:

- Make sure our child attends school every day.
- Make sure our child arrives on time, properly equipped for school.
- Inform the school on the first day of any absence.
- Make the school aware of any concerns or problems that might affect our child's work or behaviour.
- Support the school's policies and guidelines for behaviour.
- Support our child in any work sent home and other home learning opportunities.
- Attend parents' evenings and discussions about our child's progress.
- Get to know about our child's life at school.

The staff at Bridekirk Dovenby will ensure that:

- We care for your child's safety and happiness.
- Encourage children to believe in themselves, feel valued, and achieve their full potential.
- We provide a balanced, stimulating, and well-taught curriculum to meet the individual needs of your child.
- We achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility within a Christian ethos.
- We will keep you informed about general school matters and your child's progress in particular.
- We will be open and welcoming at all times and offer opportunities for you to become involved in the general life of the school.
- Contact parents at an early stage should any problems arise.

Together we will try to:

- Share any concerns or problems that might affect the child's work or behaviour.
- Support the child's educational and social development.
- Prepare the child to be a confident and happy member of society.

As a pupil of Bridekirk Dovenby I will:

- Come to school every day, and be on time with all my equipment e.g. P.E. kit.
- Do my best both in class and in my homework.
- Be well behaved and sensible.
- Be polite and helpful to others, respecting all other members of our school community and their property.

- Follow our Golden Rules: **We are gentle; We are kind and helpful; We listen; We are honest; We work hard; We look after our property.**

- Share and talk about any problems I have and ask for help when I need it.
- Wear school uniform, taking pride in my appearance, and remembering that I represent my school at all times.
- Take care of school equipment, our building and the school surroundings.
- Pass on information to my parents.

# PUPIL/PARENT ICT ACCEPTABLE USE AGREEMENT

**These rules will help us to be fair to others and keep everyone safe.**

- I will only use Information and Communication Technologies (ICT) in school for school purposes.
- I will only use my class email address or my own school email address when emailing.
- I will only open email attachments from people I know, or who my teacher has approved.
- I will not give my username and passwords to anyone else but my parents.
- If I think someone has learned my password, then I will tell my teacher.
- I will only open/delete my own files.
- I will 'log-off' when I leave a computer.
- I will make sure that all ICT contact with other children and adults is responsible, polite, and sensible.
- I will not deliberately look for, save, or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will tell my teacher immediately.
- I will not give out or share my own/or others' details such as name, phone number or home address.
- I will be aware of 'stranger danger' when I am communicating online and will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online and will not show it to other pupils.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I know that my use of the school ICT systems and email can be checked, and my parent contacted if a member of school staff is concerned about my safety.
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher.
- I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information and media.
- I will ensure where possible, that appropriate filtering systems are in place at home to protect and support my child/ren.

# FOBDS (Friends of Bridekirk Dovenby School)

Friends of Bridekirk Dovenby School is what you may know as the school PTA (parents teachers association) but it welcomes anyone who is a friend of the school community. Their main aim is to fundraise to benefit the pupils of our school. Every year they support different projects within school and run events which are fun for families and the community. Recent events have included;

- An Easter Egg Hunt in the sensory garden
- A Valentine's Day Disco
- Summer and Christmas Fayres

The committee is made up of parents and staff; everyone is welcome to join!

If you are interested in learning more about FOBDS, please contact admin@bridekirkdovenby.cumbria.sch.uk and they will give you the most up-to-date contact details.

# UNIFORM POLICY

At Bridekirk Dovenby we expect that all children will arrive at school neat and tidy and wearing suitable clothing.

**Our compulsory uniform consists of:**

- a red sweatshirt or cardigan
- a white shirt, blouse or polo-shirt, or a red polo-shirt
- black or grey trousers (jersey style are acceptable but not leggings),
- black or grey skirt, black or grey pinafore, checked skirt or checked pinafore (checked items from BE Schoolwear),
- during good weather girls may wear a red checked dress,
- black shoes (not trainers),
- white, grey or black socks or tights,
- during good weather all children may wear grey or black shorts or skorts,

Children will also require a School Book Bag that they should bring to school each day. At present, FOBDS give every new child a red book bag with an embroidered BDS logo.

**Our compulsory PE kit consists of:**

- a pair of black shorts,
- a T-shirt in your child's team colour,
- a pair of trainers/plimsoles,

A track suit, black jogging bottoms or leggings and a light waterproof may be useful in the winter months.

The PE Kit, including trainers, should be kept at home and worn on PE days only.

Spare clothes for Reception children may be kept in school on your child's peg in a bag.

Please contact your child's class teacher if you are unsure which team your child is in. Siblings will be in the same team colour.

**Our Jewellery policy:**

Children are not permitted to wear any jewellery to school apart from a watch.

If children have their ears pierced they should wear small studs.

For sports and PE, earrings should be removed or covered and hair should be tied back.

**Lost Property:**

Parents should mark individual items of clothing with their child's name. This means that any lost property can be quickly identified.

**Pre-loved Uniform Items:**

Please make use of our pre-loved items of uniform which are available from the School Office at no cost.

**Suppliers:** Uniform can be purchased from any local retailers and embroidered products from BE Schoolwear or alternative sources.

# BE SCHOOLWEAR

BE Schoolwear can supply items embroidered with the school badge. Orders can take up to 28 days at peak times and can be placed online at https://www.border-embroideries.co.uk/schools/bridekirk-dovenby-ce-school.html

Items that can be embroidered are: Sweatshirts, fleeces, polo t-shirts and PE t-shirts in the child's team colour. Currently (2026), the minimum order is £75 for free delivery.



# REPORTING AN ABSENCE

Our procedures state the following:

If your child is unable to attend school for any reason, please contact school by telephone, via Arbor, in person, by email or written note before 8.45am on the first day of absence and regularly if it is ongoing. The office is manned after 8am but we do have an answering machine.

School will contact any parent who has not told us why their child is absent on the first day of their absence. Where necessary, we will carry out home visits to confirm the whereabouts of your child.

As parents you are expected to:

Ensure your child attends school every day once enrolled unless there is a genuine reason for absence.

Ensure your child is not late for school.

Try to make health, doctor, dentist, hospital etc. appointments outside of school hours where possible or at the very beginning or end of the school day so that your child can attend as much of the school day as possible to minimise the amount of learning missed. Pupils should be absent from school only for as long as it takes to attend their appointment and they should not be absent for entire whole or half days unnecessarily.

Tell a member of school staff about something that may affect your child's school attendance.

Avoid taking your child out of school for non-urgent matters.

**Leaves of absence during term time**

The law does not grant parents an automatic right to take their child out of school during term time and parents or carers must apply to school for a leave of absence.

The Department for Education allows a Head teacher the discretion to consider authorising a leave of absence in term time only in 'exceptional circumstances'. They do not clearly define this for schools, but we are required to consider each application individually taking account of the specific facts and circumstances, and relevant background context behind the request.

Parents and carers must complete a 'Leave for Exceptional Circumstances' form (available on the school website or from the school office) outlining in writing the exceptional circumstances for the request.

The form must be returned to school for a decision at least 2 weeks before the first day of leave requested (except for a bereavement or other serious family emergency). The Head teacher may invite you to attend a meeting to discuss your request. We define exceptional circumstances as an event or problem which a parent or carer cannot control or did not expect.

**No holidays taken during term time will be authorised unless an exceptional circumstance *also* applies.**

Valid reasons for applying exceptional circumstances and allowing an authorised absence may include:

- Being too unwell or infectious to be in school, medical or dental appointments, or an absence from school recommended by a health professional as part of a parent or child's rehabilitation from physical or mental ill-health or injury.
- The school site, or part of it is closed due to an unavoidable cause when it should be open.

For full details see the Attendance Policy and Procedures on the Parents section of the school website under Absence and Medical Procedures.

# OUT OF SCHOOL CLUB

**Welcome** to Bridekirk Dovenby Out of School Club (OOSC), which began on November 3rd 2008. It is a not for profit scheme run by the School Governing Body with support from Cumbria County Council. We are inspected, along with school, by OFSTED on our provision of care.

The club aims to provide quality childcare in a safe and secure environment on the school site. The children are able to participate in a wide range of activities both in and outdoors.

All children who attend Bridekirk Dovenby School are welcome to attend the club.

**Aims**

To provide a safe and happy environment in which children can relax and play.

To provide activities which are suitable for each child.

**How the sessions run**

**Breakfast Club:** We use a separate entrance to the rest of school. This is through the red school gates and the door is immediately on the right.

When parents arrive with their children at the club they must sign the register, noting the time of arrival. Children may have breakfast in the club, providing they arrive before 8.20am.

Various quiet activities are provided for the children during this session, such as colouring books and board games. Weather permitting, the children will have the opportunity for some outside play time. At the end of the session the children are taken into the playground and handed over to a member of school staff.

**After School**: The children attending OOSC proceed to the school hall. Once they are in the hall they are seated, registered and provided with a nutritious snack. They are also provided with a drink of either water or milk and a range of fruit.

There is a planned activity during each session. The children do not have to participate if they do not want to but they are encouraged to take part. Various activities are also on offer such as Lego, Barbies, chess etc. There is a range of outdoor equipment provided and all children are encouraged to play outside at each session weather permitting. Weekly planning is available to view on the school website under the Parent's tab.

All children are encouraged to work together, helping each other and assisting staff with such things as giving out the snack.

We have an OOSC administrator who looks after all bookings and payments. Please see our Terms and Conditions for booking information.

**Safeguarding**

The club and all staff will adhere to Bridekirk Dovenby School's Policy on Safeguarding – Child Protection, in all respects.

**Special Educational Needs**

The club aims to ensure the inclusion of all children, including those with additional needs. The staff will endeavour to ensure that all children have an opportunity to participate in the club's activities. Staff will be made aware of all children with special dietary or medical requirements to ensure the best possible care is given.

**Behaviour Policy**

The club aims to provide a play environment that ensures the children's right to play and to learn without fear of being hurt or hindered.

The staff will positively encourage good behaviour in all children and all staff will adhere to the Behaviour and Discipline Policy of the school. Persistent disruptive behaviour may result in a review of the child's place in the wrap-around care service. For the purposes of these terms, the term 'persistent' constitutes as three or more incidents of this nature.

**Equal Opportunities**

The club is open to all children regardless of sex, race, colour, religion or disability. We endeavour to ensure that the club reflects the needs of the local community and incorporates equal opportunities into all areas.

Children will be encouraged to develop positive attitudes to differences of race, culture, language and disability.

**Quality of Care**

The setting will be run by suitably qualified members of staff and will provide a caring and relaxing but interesting setting for children before and after school. All our staff are DBS checked and trained in safeguarding. All our current staff also work in school.

**Accidents and Medication**

If an accident occurs during the session it will be recorded in the school accident book and reported to the parent upon collection. In the case of a serious accident the staff will contact the parents immediately and seek medical assistance if necessary.

We will not give your child any medicine, including pain relief, unless it is in line with Cumberland Council's Supporting Pupils with Medical Conditions Policy and school have the necessary consents in place.

**Health and Safety**

There will always be at least one member of staff who has been trained in paediatric first aid at each session. There is a no smoking policy on the premises. Only those people whose names appear on school's records will be allowed to collect your child. This is a specific requirement. If someone else will be collecting your child please inform a member of staff.

**Information updates**

It is your responsibility to keep school and OOSC staff informed of any changes in your child's information such as contact details, any medical needs and allergies.

**Communication**

Please keep staff updated with any changes in your childcare needs. For example, if you make alternative arrangements for a particular day, please let the staff know. Accurate information is vital to identify the whereabouts of a child who is expected in OOSC.

**Policies and Procedures**

The Out of School Club is a not for profit scheme run by the School Governing Body. The Out of School Club adheres to the policies of the school

**Complaints**

We encourage any parent or carer who has any worries or cause for complaint to contact the OOSC Play Co-ordinator. If a parent or carer remains unsatisfied with the outcome of their complaint they should direct the details in writing to Mrs. Fish, Headteacher.

If a satisfactory response is not received you can contact OFSTED directly.

# OUT OF SCHOOL CLUB AGREEMENT

The Out of School Club Agreement helps us to manage the Out of School Club (OOSC) provision and work with you and your child in an open and cooperative manner. We ask you to read the following agreement reflecting this partnership, and sign your consent on the Data Collection Form.

As a family we will ensure that:

- OOSC staff are aware of any concerns or problems that might affect my child's behaviour in OOSC.
- Children are in good health to attend the wrap-around care sessions.
- Any medication required during wrap-around care is provided with a signed consent form.
- Children are dropped off no earlier than 7.45am and collected no later than 5.30pm.
- Children are signed in and out of OOSC every day.
- If someone else is collecting my child, I/we will inform a member of staff.
- I/we will let OOSC know if we will be late to collect our child by calling 01900 829889 or getting a message to school by some other means.
- Fees are paid promptly.
- I/we support the school's policies and guidelines for behaviour. Persistent disruptive behaviour may result in a review of the child's place in the wrap-around care service. For the purposes of this agreement, the term 'persistent' constitutes as three or more incidents of this nature.
- I/we will notify the school of any changes to the child's attendance or emergency contact details.
- I/we agree to the full terms and conditions outlined in the Parent Information Pack.

It is the responsibility of Bridekirk Dovenby School staff to:

- Provide a safe and stimulating environment for children.
- Ensure staff are trained and qualified to care for children.
- Communicate any concerns regarding the child's well-being to parents/guardians.
- Communicate any safeguarding concerns to the DSL (Designated Safeguarding Lead) or Deputy DSL.
- Supervise children at all times during the wrap-around care hours.
- In the event of an emergency, parents/guardians will be contacted immediately.
- Reserve the right to terminate the agreement in cases of serious misconduct.

As a child in OOSC I will:

- Be well behaved and sensible.
- Be polite and helpful to others and listen to the instructions of the members of staff.
- Follow our Golden Rules: **We are gentle; We are kind and helpful; We listen; We are honest; We work hard; We look after our property.**
- Share and talk about any problems I have and ask for help when I need it.
- Take care of school equipment, our building and the school surroundings.

# TERMS AND CONDITIONS OF OUT OF SCHOOL CLUB

**Booking**

The sessions will run from 7.45am until the start of the school day and at the end of school until 5.30pm. **Children should not be brought before 7.45am and must be collected by 5.30pm**. If you are late, due to an emergency, please call school on 01900 829889. After 4pm, please select the option to speak with OOSC.

Sessions are reserved on a first come first served basis and advance notice helps us ensure we have sufficient staff to cover popular sessions. Some of our sessions are very busy and we may not be able to accommodate ad-hoc bookings without additional staff. We will always do our best to accept late bookings but we cannot guarantee this.

Booking forms are available from the OOSC staff and the school office and will be sent out each month via the email system. Alternatively, you can either telephone the school office on 01900 829889 or email: admin@bridekirkdovenby.cumbria.sch.uk and we will send you a form.

You can use this form to reserve the same childcare every month for the whole school year. By signing the declaration at the bottom of the form this will create a contract for the same sessions every month. Alternatively, you can book one month at a time.

Bookings must be received by 2.30pm for after school club that day or for breakfast club the next morning. If you have a late booking, please confirm this via telephone to ensure the request is actioned, followed by a confirmation email. This ensures there is sufficient time to inform staff and pupils.

When you receive notifications on the Arbor system, please check your bookings agree with your requirements as this is your proof that the childcare has been confirmed. Please notify us asap of any discrepancies.

**Payment**

The fees are currently but may change in September 2026:

| | |
|---|---|
| Breakfast Club | £3.70 |
| After School Club | £7.40 |

Payments can be made online via our online payment system (Arbor) or via childcare voucher payment schemes. We are registered with 'Computershare', 'Care-4', 'Edenred', 'fideliti' 'Sodexo' and 'Our Child Care' Voucher Schemes. Please speak to us if you have access to any other scheme.

Payments should be made no later than 30 days after sessions have been attended.

OOSC reserves the right to withdraw a place if payments fall into arrears.

**Late Pick Up Fees**

Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff. The charge will be £10 per family for every 15 minutes.
This amount is charged separately to standard charges for care and is payable within one week.
Due to the impact persistent late collections may have upon the personal commitments of our staff, should late collection become a regular habit we reserve the right to suspend the child's place within our OOSC.

**Cancellations and Amendments**

Any bookings made for the Out of School Club require 3 working days' notice of cancellation or amendment. Cancellation or amendment with less than 3 working days' notice will incur the full fee. Cancellations or amendments with more than 3 working days' notice or cancellations due to illness, will have the fee refunded as a credit against the next usage of the facility.

**Safeguarding**

For safe-guarding reasons, children MUST be signed in and out of the OOSC by a parent/carer.

Please note, when dropping off or collecting your child, younger siblings MUST be supervised at all times. This is not the responsibility of the OOSC staff.

# SCHOOL TRANSPORT

Cumberland Council provide transport for children who meet certain criteria. To check if your child is eligible please go to https://www.cumberland.gov.uk/schools-and-education/apply-school-transport/check-if-your-child-eligible-free-school-transport If you are eligible, please go to this page to apply https://www.cumberland.gov.uk/schools-and-education/apply-school-transport/how-apply-school-transport

The council will guide you through this process and inform you if you have been successful.

Your child will be provided with a bus pass which they must carry with them to be scanned by the driver on every journey.

The council run and manage this service and school is not involved. Please therefore direct all your enquiries to them.

You must inform school if your application has been successful. You must also give us the schedule you would like us to follow for your child going home on the bus. For example every day, following a pattern such as Monday and Thursday, or specific dates only.

Please note, we will not accept the word of a child for a change to this routine. If you do need to make a change, on a particular day, then **please telephone the school office by 9.30am** to help us ensure your child is following the correct route home. If you need to change the way your child is going home either as a one off, or as part of a new regular plan then you must let the school office know either in writing, by telephone or email. We cannot accept verbal notification from a child of a change in plan.

Please note: if your child is booked in to the Out of School Club for a particular evening, this will override the arrangements listed below. Similarly, if your child enrols for another after school club e.g. netball, football, choir, this club will take priority over the arrangement listed below.

**It is VERY important to keep us informed as we DO NOT want to send your child home on the bus and NO ONE IS THERE TO MEET THEM.**

# SCHOOL FUNDING

You will have seen in the national press over recent years that schools are facing funding cuts. It is therefore important that we work together to make sure that our fantastic school accesses every area of potential income. Please read this information as we may be able to help you as well as you helping our school.

Most school income comes from children attending the school, but additional funding areas are:

- Entitlement to Free School Meals
- Children adopted from care
- English as an additional language, i.e. not first language for the child
- Armed Services Children

It is therefore, important that we have up to date information to allow us to accurately access all potential income from these additional grants. This is where you can help us. We've summarised, briefly below, the different criteria that generates these income streams for us. Family circumstances can change and school appreciates that sometimes you may not want to disclose a change if your situation is difficult. Please be reassured that anything discussed will be in the strictest confidence.

**Pupil Premium – Free School Meals – Change from September 2026**

- This funding arises from children entitled to Free School Meals.
- This is different from the Universal Free School Meals that all Reception, Year 1 and Year 2 children receive.
- **This is the main area where school and parents may be missing out on help.**

Free school meals and clothing vouchers are available for your child(ren) if you are receiving one of the following qualifying benefits:

- From September 2026, all children in households receiving Universal Credit will be entitled to FSM. You may also be eligible for clothing vouchers
- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit. If you are in receipt of **working tax credits** you **may not** be eligible for free school meals or clothing grants.
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If you have ever received Free School Meals (even if you are no longer eligible), school will receive funding for the following 6 years. This is why it's so important for school to know this information.

Families can find out here how to https://www.gov.uk/apply-free-school-meals or they can apply directly to their home Local Authority here https://ems.cumberland.gov.uk/CitizenPortal_LIVE/en. Families needing help to do this can ask at the school office.

If you have been successful in an application for Free School Meals please let us know as soon as possible.

**Adopted from Care**

School is entitled to receive extra funding for children who were looked after by an English or Welsh local authority immediately before being adopted, or who left local authority care on a special guardianship order or child arrangements order (previously known as a residence order).

If you have not already let school know about an adopted child, please let us know.

**English as an Additional Language**

A pupil's first language is usually the language a pupil was exposed to the most as a young child. A pupil's first language is not English where:

... the pupil has been exposed to a language other than English during early development and continues to be exposed to this language in the home or in the community ...

The home language usually refers to the language(s) spoken in the pupil's home on a regular basis. Multi-lingual pupils may have more than one home language, for example, as they may speak different languages regularly to different family members. The home language, or one of them, may be the same as the first language.

If you have not already let school know that your child's first language was not English please let us know.

**Armed Services Children**

State schools can receive additional income for pupils in year groups reception to year 11 where a parent is a Regular Service person, or whose parent left the Armed Forces up to 3 years ago, as well as children in receipt of child pension from the Ministry of Defence.

If you have not already let school know this applies to your family, please let us know, thank you.

Thank you for your time, please do let us know directly if any of the above applies to your child, anything discussed will be in complete confidence.