



**Albert Bradbeer Primary Academy**

Turves Green

Longbridge

Birmingham

B31 4RD

Tel: (0121) 464 3256

Email: [enquiry@albertbradbeer.uwmat.co.uk](mailto:enquiry@albertbradbeer.uwmat.co.uk)

Website: [www.abprimary.bham.sch.uk](http://www.abprimary.bham.sch.uk)

Head of School: Mr. D. Mann

Executive Head: Mr. C Chambers

Dear Parents/Carers.

Please excuse the length of this letter but there are lots of updates occurring at the moment and I want to keep all parents informed and kept up to date as much as possible. In this letter, there is information about:

- The entry and exit arrangements for schools for extended child bubbles.
- MCAS
- Breakfast and after-school provision (Berties)

### Entry and Exit Arrangements

## We need your help!

We understand that the current arrangements for the staggered start and finish times are not ideal and that it is causing some confusion and difficulties for some families. As a school, we have had these risk assessments and arrangements imposed on us by the guidance from either the DFE or by Covid-19 restrictions from Public Health England. At school, we are teachers, TA's, supervisors and office staff, not police officers or security guards. Please help us by following the guidance below:

- All adults should be wearing a mask on school grounds. If you have a medical exemption, you must show this to the office. Unfortunately, many parents have claimed they are exempt, but have not shown any evidence. This is a vital rule to keep all parents and children safe.
- The staggered start and finish times are there to ensure the children enter school safely and to help parents social distance both within the school grounds and outside the school grounds. Whilst the vast majority of parents are following this rule, some parents are trying to bring their children early or pick them up either late or early and using it as extra child-care. Staff have been informed to not allow this to happen as they are extending their work hours to support families, and this should not be happening
- No children are classed as late before 9:10am.
- The rules for who qualifies as a family unit or an extended child-care bubble is in this link
  - <https://www.gov.uk/guidance/making-a-childcare-bubble-with-another-household>
- If you have formed a link as described in the government guidance above. You must inform school otherwise through [rphillips@albertbradbeer.uwmat.co.uk](mailto:rphillips@albertbradbeer.uwmat.co.uk) or we will not accept the children as one bubble. We need to have this information as if one child in this bubble falls ill with Covid, then other children in the bubble will need to self-isolate as well or they risk spreading it around school.
- Please do not approach teachers or Teaching assistants in the morning or afternoon when dropping or collecting your children. Please phone school to speak to a member of staff. This ensures that the staff do not mix with too many parents and reduces their risk of catching Covid-19 and having to close the bubble and send the children home into isolation



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- We are hoping to alter the Risk Assessment following the end of Lockdown at the end of this month. We will inform parents of any changes at this point.

### **MCAS and Berties**

As most parents will be aware, we are moving to using MCAS (My Child at School) as the primary link for linking school to home. MCAS will eventually put all aspects of parental/school communication in one place. This will include: attendance monitoring, letters, newsletters, individual messages between school, payments for dinners, trips, tuck and booking Berties or other after-school clubs. All this will be accessible in the one app for your phone, tablet or home computer.

A major step in this is for all parents to update the way they pay money into school. School is becoming a cashless organisation and only online payments will be accepted. For this, MCAS has replaced School Comms. Please do not try and access School Comms as it will not link to school and you risk losing any money you have paid into it.

As a school, we understand that the last 12 months has provided a difficult environment for our families, and monetary issues have affected some parents considerably. If you have any issues with paying school any monies, then please speak to us to arrange a way for this to happen. Currently, school is accepting online payments for the following:

- Dinner money
- Tuck money
- Trip money
- Breakfast or After-school clubs.

It is unfortunate to say, but school only has limited funding to provide the education for all our children. Although we would like to, we cannot afford the extra-costs to school from parents who are not paying for the extra services we provide. Education will always be free, but access to school meals and other aspects have to be paid for by parents. To ensure all parents are aware. Below is a list of the costs that are parental responsibilities.

- School meals are currently £2.25 per day or £11.25 per week. Parent can order daily if needed.
- Tuck is 40p per day. This needs to be ordered in the half-term before the children need it. Unfortunately, this cannot be ordered on a daily or weekly basis.
- Breakfast Club is £4 per day (8am until 8.55am)
- After-school Club is £7.00 (3:20pm-5:30pm)
- Trip costs are worked out and depend on the destination of the trip.

There are exceptions for these payments (children may qualify for free school meals etc), but it is a parental responsibility to pay for these extra services. Unfortunately, we do have a number of parents who have not paid for these services in the past, and this cost has meant a reduction in resources that school can buy to help all children. Please, if you have any difficulties paying for these services, then please contact school so we can help you with this problem. To help school provide these services and reduce the money being spent, we will have to enact the following actions.

- We cannot allow a child to be more than 1 week in debt (£11.25) for school lunches. Through MCAS, you will receive notifications when your account is in a negative balance. If the debt is not reduced or paid before the following school week, we will contact you and you will be expected to provide your child with a packed lunch. The School Dinner service is an external company and school has to pay for the meals they provide. They will not provide meals for parents who are in excessive debt to school.
- We will only provide tuck to children who have paid for this in advance. Children who qualify for free school meals still have to pay for tuck.
- Children will not be allowed to attend breakfast or after-school club if any outstanding debt above £15 is on their account. This debt could be from Breakfast club or After-school club.
- Children will not be allowed to attend trips unless the full cost is paid for or they are exempt from paying.

Unfortunately, we are having an increasing amount of children being picked up from school or from club late. We understand the occasional mishap may delay parents, so please phone school if you are going to be late. Any parent who doesn't inform us of being late will be subject to the following actions.

- Any child picked up late from school will be entered into Berties afterschool provision and the related £7 fee added to their MCAS account whether the child is picked up 5 minutes or 50 minutes late.
- Any child who is picked up late from Berties will be charged at £5 per 15 minutes lateness. This again will be added to their MCAS account.
- Unfortunately, the debt would also need repaying and not exceed £15 before any future trip, breakfast or afterschool club is attended.
- Repeated lateness may be reported to Social Services as this is a form of neglect of parental responsibilities towards the child.
- The Head Teachers will decide on individual children and the fees depending on the unique reasons for the lateness or non-payment.

Please avoid this by being on-time to pick up your children or by phoning us in advance to say you will be late. Again please stay in contact with school if you have any payment concerns or need support.

Best wishes

Darren Mann