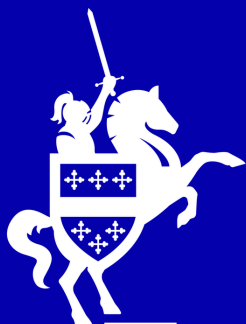


2026-2027

# Parent Handbook

Newburgh Primary School



Telephone: 01926 775453

Website: [www.newburghprimaryschool.co.uk](http://www.newburghprimaryschool.co.uk)

Email: [admin2325@welearn365.com](mailto:admin2325@welearn365.com)

Instagram: [newburghprimarywarwick](https://www.instagram.com/newburghprimarywarwick)

# Contents

03	OUR MISSION AND VALUES	10	UNIFORM
04	HEADTEACHER'S WELCOME	11	THE SCHOOL DAY
05	SEND & PASTORAL CARE	12	ATTENDANCE
06	OUR COMMUNITY	13	SCHOOL MEALS & PARENTPAY
07	PATHWAYS	14	COMMUNICATION
08	STAY & PLAY	15	PUPIL PREMIUM
09	KEY DATES	16	PARENT CHECKLIST



# Our Mission Statement

To provide a nurturing inclusive environment that empowers every child to perform so they become responsible, confident, and compassionate individuals who can succeed in life.

## Our Values

### Nurture



We build relationships based upon mutual respect, allowing children to feel happy, safe and valued.

We encourage children to take responsibility for their actions, to develop compassion and be empathetic individuals.

We value inclusivity, seeking to remove barriers and provide opportunities for all children.

### Perform



We create an inclusive environment where every student feels they belong and can achieve excellence both academically and personally.

All pupils are encouraged to be motivated, independent individuals who problem solve and think creatively.

We foster resilience to enable our pupils to overcome challenges and work collaboratively to enable them to flourish, whatever their background or individual needs.

### Succeed



We inspire a love for learning by encouraging curiosity, critical thinking, and a desire to explore and discover.

Through collaboration, our children learn to value each other and their individual perspectives. Our aim is to create lifelong learners who can be successful in an evolving world.

# Headteacher's Welcome

Welcome to Newburgh Primary School, a vibrant and nurturing community where we strive to provide an exceptional learning experience for all our children.

Situated on the South West approach to Warwick, we are fortunate to be within walking distance of the Chase Meadow housing development, and just a stone's throw away from the historic Warwick Racecourse and the iconic Warwick Castle.

At Newburgh Primary, we are proud of our large, well-equipped site which has recently undergone an extensive programme of refurbishment. This ensures that we offer a welcoming and inspiring environment for our children to grow, learn, and flourish. Our expansive grounds feature a well-established Forest School, outdoor classrooms, and a large playing field, giving our students plenty of space to explore and engage with nature.

We are a school that values happiness, care, and inclusivity. Visitors to our school will notice the warmth and positivity that permeate everything we do. We are always pleased to welcome visitors and would be delighted to arrange an appointment for you to see our school in action.

The school website is designed to provide you with information about our school, from our educational philosophy to practical details about day-to-day life. We hope it proves helpful and provides you with all the information you need.

Thank you for taking the time to explore our school, and we look forward to welcoming you as part of our school community soon.



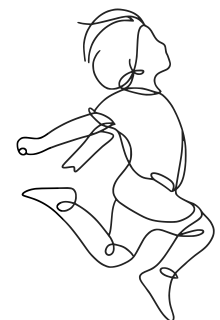
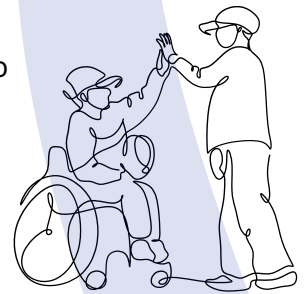
Karen Turner  
Headteacher  
Newburgh Primary School

# SEND & Additional Needs

Welcome to Newburgh Primary School! We strive to meet the needs of all our pupils through a robust approach of identifying needs early, identifying the right support at the right time and aspiring for all children to achieve their personal best. Inclusion is at the heart of our practice.

The children are taught using the Quality First Teaching approach, alongside Thrive and Zones of Regulation to manage SEMH, physical and sensory needs. Classrooms are designed and set up using the Total Communication principles, so that all children can engage with learning. In addition, we have developed The Den, a calm and quiet space where children can take time to reflect and reregulate when needed. We have a caring and experienced team who are focussed on getting to know each child as an individual and enabling them to succeed.

We are looking forward to getting to know your child and family and to working together as a team to create the best learning experiences.



# Pastoral Care

Alongside our whole school THRIVE approach, our pastoral team support nurturing our children's whole-child wellbeing—emotional, social, physical, and mental—supporting them to feel safe, valued, and ready to learn.

Working with class teachers, our pastoral staff help to develop resilience, confidence, and essential life skills, through mentoring, safeguarding, and fostering a positive school community. Our pastoral support bridges personal challenges with academic success, making our school a supportive environment where students can thrive personally and achieve their full potential.

At Newburgh Primary School our pastoral care includes working with parents at Universal and Early Support to make positive changes and access support for parents and families. Our pastoral team also work closely with SEND and support parents in referrals and signposting. We have a dedicated pastoral email - [pastoral2325@welearn365.com](mailto:pastoral2325@welearn365.com) - and time allocated for parent support conversations and meetings.

Pastoral interventions supporting our children at Newburgh Primary School include additional interventions such as: a dedicated pastoral entrance with soft landing and access to supporting adults, access to pastoral check ins at break time, adult lead lunch THRIVE club, school visits in the summer holidays and parent email contact during school holidays.

# Our Community



## Our Governing Body

At Newburgh Primary School, our Governing Body plays an integral role in shaping the direction of the school and supporting its development. We are a diverse group consisting of parents, members of the wider community, and staff representatives. Together, we work closely to ensure the best outcomes for our students.

We meet seven times a year to discuss key issues, review school performance, and make important decisions. However, our involvement goes beyond formal meetings. We are frequently found in school, engaging with teachers, learning about their work, and supporting the school in its day-to-day activities.

**Meet our Governors  
on our school website  
by clicking  
“Our School”**



## Newburgh Primary PTA

Our valued and committed PTA members regularly organise special school events such as themed days, discos, and festive fairs to raise money for the school. Thanks to their fundraising efforts, pupils have enjoyed pantomime trips, specialist equipment such as visualisers, additional classroom resources, and even visits from Father Christmas!

The PTA meets approximately once a month after school, to plan upcoming events and activities for the school year. Meetings can be attended either in person or virtually via Microsoft Teams.

We warmly welcome anyone in our school community who would like to be part of our wonderful PTA. The PTA also has a WhatsApp group to keep members connected. If you would like to get involved, please email [newburghpta@gmail.com](mailto:newburghpta@gmail.com)



# Pathways



## Pathways Nurseries and Wrap Around Care

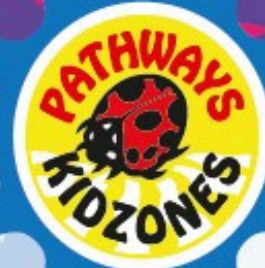
Located next to Newburgh Primary School, Pathways Nurseries provide before and after school care for many Newburgh Primary School children.

## Before and After School Club

Aged 4-11 years  
On your school site!

Est  
1994

Inclusive safe environment  
Indoor and Outdoor Spaces  
Caring, experienced staff



**Breakfast Club 7.30 – 9.00am**  
Healthy breakfast,  
Games, Construction,  
Puzzles & Crafts, Books...  
Wake and Shake

**After School Club 3.15 – 6.00pm**  
Homely provision – free choice  
& focused activities  
Games, Art and Craft, Music,  
Sports, Trips, Outdoor Play,  
Design and Technology,  
Homework Table...  
Healthy snacks and drinks

**Plus!**  
Onsite nursery  
provision from  
9 months to 4 years  
Full & part time  
places  
Funded  
sessions



In  
co-operation  
with Newburgh  
Primary  
School



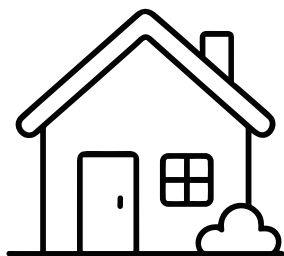
For more information and to book online visit:

[www.pathwaysnursery.co.uk](http://www.pathwaysnursery.co.uk)

Telephone: 01926 839777 Email: [info@pathwaysnursery.co.uk](mailto:info@pathwaysnursery.co.uk)



# Stay & Play



## Stay and Play

Hosted by Miss Hilary and a team of experienced volunteers, our Stay and Play sessions welcome members of the public into our school every Tuesday morning to enjoy play-based activities with their pre-school-aged children.

These sessions encourage bonding between parents and many of our Stay and Play families go on to join our school community when their child is ready to start Reception.



Newburgh Primary School  
Kipling Avenue  
Warwick  
CV34 6LD  
Telephone: 01926 775453  
Email: [admin2325@welearn365.com](mailto:admin2325@welearn365.com)  
X @NewburghPrimary

## Stay and Play Pre-School Sessions

**Every Tuesday morning  
from 9.30 - 11.00am  
in the main school hall  
No need to book**

For infants from 0-4 years old, our fun filled sessions are free but any donations are gratefully received, snacks are provided for the children.



If you would like any more information, please call  
**01926 775453** or go to [www.newburghprimaryschool.co.uk](http://www.newburghprimaryschool.co.uk)

# Key Dates



## Autumn Term 2026

Teacher Training Day – 1st September 2026

Teacher Training Day – 2nd September 2026

Pupils return – 3rd September 2026

Half Term – 26th to 30th October 2026

Pupils return – 2nd November 2026

Last day of Term – 18th December 2026

Teacher Training Day – 4th January 2027

Pupils return – 5th January 2027

Half Term – 15th to 19th February 2027

Pupils return – 22nd February 2027

Last day of Term – March 25th 2027



## Summer Term 2027

Pupils return – 12<sup>th</sup> April 2027

Half Term – 31<sup>st</sup> May to 4<sup>th</sup> June 2027

Teachers Training Day – 7th June 2027

Pupils return – 8th June 2027

Last day of Term – 20th July 2027

Teachers Training Day – 21st July 2027

### Leave of Absence Requests -

We want every child to get the very best from their education, so children are expected to attend school every day that we are open, unless there is a genuine reason for absence.

If you need to request a leave of absence, please collect an application form from the School Office. By law, requests must be made in advance, and leave can only be authorised where there are exceptional circumstances. Each application is looked at carefully on an individual basis, taking into account the specific details and background information provided.

Please note that the final decision rests with the school, and requests for holidays or other leisure activities will not normally be considered exceptional circumstances.

# Uniform

Our smart school sweatshirts and cardigans are to be purchased directly from Brigade at [www.brigadeuniformdirect.uk.com](http://www.brigadeuniformdirect.uk.com)

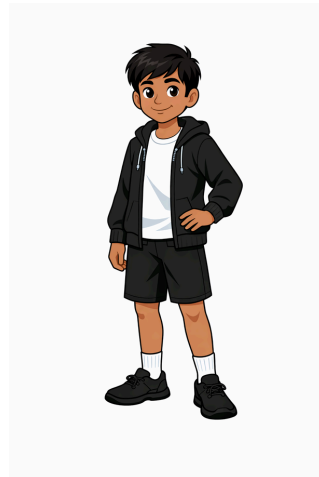


## Regular school days

- Black trousers, shorts, knee length skirt or pinafore
- White polo shirt
- Newburgh sweatshirt or cardigan with school logo
- Black shoes (flat sole/low heels)
- Black or White socks/Grey or Black tights
- Light blue check dresses  
(Optional- Summer and Autumn 1 Term)

## PE days

- Black shorts
- Unbranded black zip-up hoody
- Plain white T-Shirt
- Black or white socks
- Trainers for outside PE
- Black pumps indoor PE
- Black tracksuit, in cold weather



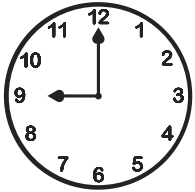
We like our children to have pride in being a part of our Newburgh community and in maintaining a well-dressed and smart appearance. The uniform has been designed so that much of it is easily obtainable from supermarkets at a reasonable cost.

It is essential that every item of your child's clothing and PE kit is clearly labelled with permanent ink or iron on labels.

The School Office has a supply of pre-loved uniform that all can choose from if needed, we kindly ask for a donation towards our PTA if items are taken.

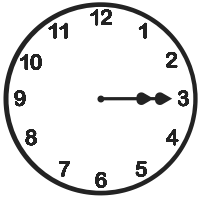
Our School Uniform Policy can be found on our school website under "Parent Information"

# The School Day



08.30 - School Office opens  
08.45 - Car park gates close  
08.45 - Door open for pupils to enter school  
09.00 - Registers taken

Any children who are late must enter via the School Office



10.15 - 10.35 Break (Tuck Shop or healthy snack)  
12.00 - 13.00 Lunch  
15.15 - School day ends  
15.15 - After school clubs run until 16.15  
16.00 - School Office closes

Children in Years 5 & 6 can walk home independently if you have given the School Office your permission. Pupils in these year groups may bring a mobile phone to school, phones are to be handed into the School Office before entering school. A signed agreement must be completed with parents' acknowledgment.

If it has been arranged that a different adult will be collecting your child at the end of the school day, we ask that you notify us via [admin2325@welearn365.com](mailto:admin2325@welearn365.com) with as much notice as possible.

## Appointments

Routine appointments should be made out of school time. We understand that this is not always possible.

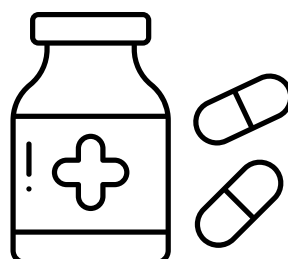
Our Office Team will ask for proof of appointment for any school time missed for dentist, doctors, opticians or hospital appointments.



## Long Term Medication

If we store prescribed medication that needs to be kept at school such as inhalers and EpiPen's, please make a note of the expiry date and ensure they are replaced in good time.

This is the responsibility of parents.



## Medicines

Any prescription medicine that must be administered four times or more per day can be given during the school day. Medicines must be supplied to us via the School Office in the original pharmacist's container clearly displaying the child's name and instructions for administering medicine.

Parents/Carers must complete a 'Consent for the Administration of Medication in School' Form which is available from the school office.

Medicines need to be handed into the school office by a parent/carer.

# Attendance

## Reporting an absence

Please let the school know each day your child is absent from school by 9.30am. You can report your child's absence by either calling the school on 01926 775453 or by sending an email to [admin2325@welearn365.com](mailto:admin2325@welearn365.com)

## Illnesses

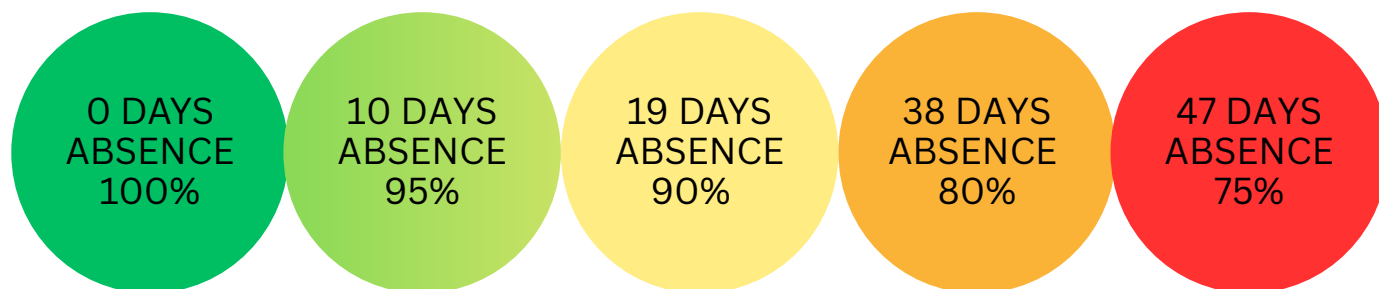
We know that sometimes our pupils cannot come to school because they are really unwell - and that's the right thing to do for them and other students. Medical advice is clear, however, that children with mild illness will often be well enough to attend - for example if they have a cough or cold, without a temperature. The NHS guidance 'Is my child too ill for school?' is designed to support parents in their decision making about mild illness.

[NHS - Is my child too ill for school?](#)

## Attendance Monitoring

Pupils' attendance is monitored regularly so that, as a school, we can ensure we are providing timely support for families. When a child's attendance falls below 90%, we will contact parents/carers to arrange a meeting with either the Headteacher or a member of the Pastoral Team. These meetings allow us to identify any barriers that may be affecting attendance and to work together to find appropriate support and solutions to help improve it.

OVER 190 SCHOOL DAYS / 1 ACADEMIC YEAR



# School Dinners

## Lunch options

Our menu, kitchen staff and food provision is provided by Educaterers. You can view the current lunch options on our school website under 'Parent Information' or ask for a paper copy from our School Office.



Each day children can choose from four options on the lunch menu or bring in a healthy packed lunch from home. There is no need to pre-order options, the children's choices will be asked for by their Teacher during morning registration.

The cost of a school meal is £3.05 (April 2026).

Children in year groups Reception, Year 1 and Year 2 will receive Universal Free School Meals which are at no cost to parents.

## ParentPay

We use ParentPay for all of all payments including your child's dinner money account. Our Admin Team will provide log-in details for the ParentPay website using the email address you have provided to us.



Your child can still order a school lunch before your ParentPay account is set up. However, we do then ask that you keep their account in credit by adding funds in advance.

## Free School Meal Eligibility

Families who receive the following are eligible for free school meals:

- 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
- Universal Credit



Applications for free school meals are to made via Warwickshire County Council. You can apply online through their website:

<https://www.warwickshire.gov.uk/education-learning/apply-free-school-meals>

If you need additional help with an application, please contact our Pastoral Team or you can call the Family Information Service on 0800 408 1558

# Communication



## eSchools

Using the parent email address(es) provided on your child's Data Collection Form, we will create a login for you to access the eSchools app. Most communication with parents and carers is sent through eSchools.

Once you have downloaded the app, please ensure that notifications are enabled so that you receive alerts whenever a new message is sent.

Through eSchools we share important information such as class announcements, school trip details, newsletters, clubs, and upcoming events. Parents' Evening appointments are also organised and booked through the eSchools app.



## Newsletters

Our weekly school newsletter is created using Microsoft Sway and shared with parents and carers via eSchools. The newsletter keeps families informed about what has been happening in school, including highlights of the learning taking place in and out of the classrooms, upcoming dates and events, and important announcements or reminders.

It also signposts parents to helpful support services, workshops, and resources that may support families and children. We encourage all parents and carers to read the newsletter each week to stay up to date with school life and key information.



## @newburghprimarywarwick

We encourage all parents and carers to follow our school on Instagram. Our page is a great way to stay connected with school life, celebrate special events, and see the exciting learning taking in school. You'll gain a window into your child's experiences, achievements, and become part of our wider school community.



## [newburghprimaryschool.co.uk](http://newburghprimaryschool.co.uk)

You can view the timetable and learning for each year group on our website under the 'Year Groups' tab. To explore our learning journey in more detail, visit the 'Curriculum' tab for information on each subject area.

# Pupil Premium

## What is Pupil Premium?

Pupil premium is a sum of money that schools get for any pupil in receipt of Free School Meals (FSM). The current annual figure stands at £1,550 per pupil in primary schools.

Regardless of how short FSM eligibility may be, schools will be funded for 6 years. Meaning each FSM child attracts £9,300 of Pupil Premium funding for school.

Schools can choose how they use their pupil premium to offer the best support to vulnerable pupils. This may be through employing more support staff, subsidising school trips to make them more accessible, purchasing specialist equipment and much more.

## How can you help?

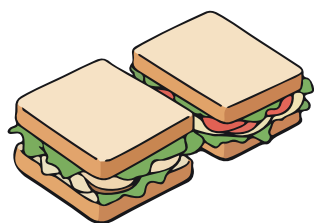
In order for schools to access the money available to them, families must firstly apply for Free School Meals. This doesn't mean that the meal has to be taken, however an application must be made.

If you are on benefits such as JSA, ESA, the guarantee element of state pension credit, Universal Credit or Child Tax Credit, and have an annual income not in excess of £16,190, you may be entitled to Free School Meals.

The families of all pupils can apply for Free School Meals even if you child is receiving Universal Free School meals.

## How eligibility for Free School Meals can support families

- Once an application is made and found eligible, you only need to notify Warwickshire County Council if your household income changes. You will not need to worry when your child enters Year 3 and stops receiving Universal Free School meals. If your family is eligible, then your child will automatically move to Free School Meals.
- School milk is free to children until their 5<sup>th</sup> birthday or if they are eligible for Free School Meals.
- Warwickshire County Council issues vouchers during the school holidays for families that receive Free School Meals, helping with the increase of costs when children are at home. They also run HAF programmes so that children can still access clubs out of term time.
- The school can offer financial help for families eligible for Free School Meals to help pay for educational activities such as swimming and trips that support your child's curriculum learning.



# Parent Checklist

- Order a school jumper/cardigan from [www.brigade.uk.com](http://www.brigade.uk.com)
- Complete and Return your child's Data Collection Form
- Apply for free school meals if you could be eligible
- Label school clothing, lunch boxes and water bottles
- Check our school website to see your child's timetable
- Download or ask for a lunch menu
- Contact the School Office if you would like your child to have milk provided (Reception children are automatically registered)
- Provide any named medication (if applicable)
- Log into your ParentPay account
- Activate your eSchools login
- Let us know if you would like to join our PTA
- Complete the Consent Form sent via email from the School Office
- Follow us on Instagram - [newburghprimarywarwick](https://www.instagram.com/newburghprimarywarwick)