

Tudor Grange Primary Academy Langley



Early Years Foundation Stage Parent Handbook

**This booklet holds key information for parents at
Tudor Grange Primary Academy Langley**

- September 2025 -

Key Staff



Mr S Russell
Principal &
Designated Safeguarding Lead



Mrs H Burke
Deputy Head
Deputy Safeguarding Lead



Miss H Kennett
Assistant Head
EYFS Lead



Ms B Khosla
Pre-school and Club Manager



Miss Li
SEND
& Deputy Safeguarding Lead



Miss K Burgess
Family Support Worker



Mrs L Burns
Pre-school Room Leader
Deputy Manager



Mrs L Davenport
Pre-school/Nursery
Key Worker



Mrs S Draper
Pre-school/Nursery
Key Worker



Mrs J Dorney
Nursery Teacher



Mis E Hebron
Pre-school/Nursery
Key Worker
Deputy Manager



Mrs N Smith
Pre-school/Nursery
Key Worker



Miss N Floyd
Pre-school/Nursery
Key Worker



Mrs S Perry
Pre-school/Nursery
Key Worker



Mrs C Stanton
Reception Teacher
(Class RS)



Ms A Harris
Reception Teaching Assistant



Mrs M Delaney
Reception Teacher
(Class RD)



Mrs K Hirst
Reception Teaching Assistant

Term Dates

See below for the 2025 -2026 whole school academic year term dates. Please note, EYFS children have a slightly staggered start to the year therefore please refer to your individual letters regarding your child's timings for September.

Autumn Term 2025

TERM STARTS	Wednesday 3 rd September 2025
HALF TERM	Monday 27 th October 2025 to Friday 31 st October 2025
TERM ENDS	Friday 19 th December 2025

Spring Term 2026

TERM STARTS	Monday 5 th January 2026
HALF TERM	Monday 16 th February 2026 to Friday 20 th February 2026
TERM ENDS	Friday 27 th March 2026

Summer Term 2026

Monday 4th May is a Bank Holiday- School is closed on this date.

TERM STARTS	Monday 13 th April 2026
HALF TERM	Monday 25 th May 2026 to Friday 29 th May 2026
TERM ENDS	Friday 17 th July 2026

Inset days

On INSET days - the Academy is closed for staff training

Monday 1st September 2025 (School closed for all pupils)

Tuesday 2nd September 2025 (School closed for all pupils)

Friday 3rd October 2025 (School closed for all pupils)

Friday 30th January 2026 (School closed for all pupils)

Thursday 7th May 2026 (Open for Preschool only)

Friday 26th June 2026 (School closed for all pupils)

Monday 20th July 2026 (Open for Preschool only)

Timings & Structure of the Day

Pre-school & Nursery

Time	Details
8.55am – 9am	EYFS door open for children Nursery children enter through the EYFS playground gate Pre-school children enter through the EYFS main entrance
9.05am	Register taken
9.05am	Morning session
11.25am	Lunch
11.55am	Home time (Pre-school and Nursery morning only children)
1:00pm	Afternoon session
2.55 pm	End of the school day

Timings & Structure of the Day

Reception

Time	Details
8.40am – 8.50am	EYFS door open for children Reception children enter through the playground gate (Infant playground) or the gate at the end of the walkway off St. Bernards Road
8:50am	Register taken
9:00am	Morning session
11:55am -1:00pm	Lunch
1:00pm	Afternoon session
3:20 pm	End of the school day

Start & End of Day Procedures

Nursery and Reception pupils are walked through their respective playground gates by their parent to their classroom door where they are greeted by an Early Years member of staff. Children say goodbye to their parent outside and walk into their classrooms unaccompanied. At 9am (Nursery children) and 8.50am (Reception children) the gate is secured and any pupils arriving later will need to be taken to the EYFS office, where they will be signed in and marked as 'Late'. It is vital that all pupils arrive promptly at the start of the day and are collected promptly at the end of the day.

Nursery and Reception pupils are collected from the same place at the end of the school session/ day. Please form a queue outside the classroom and move towards the door as the queue moves along. Pupils are handed directly to their parent / carer to ensure their safety. Any children who are not collected by 3pm (Nursery children) and 3.20pm (Reception children) will be taken to the EYFS office and their parents/carers contacted. Children who have not been collected 20 minutes after the school day may be taken to the school wraparound provision and parents will be charged for the session. Please see the 'Safe Collection of Children' policy on the academy website for full details.

Please let the school office know in advance if anyone other than those specified on the completed 'Pupil Registration Form' are collecting your child and ensure they know your child's password. If an unknown adult is sent to collect your child, we will need to contact the named parents/carers, and they will only be released once we have permission. This can be time consuming and problematic.

Please note, Pre-school children enter and leave through the EYFS main entrance.

My Child at School (MCAS)

My Child at School (MCAS) is a portal which we use at Tudor Grange Primary Academy Langley. MCAS is accessible on a desktop and as an App for convenient use on your phone or tablet.

MCAS enables parents to: -

- Access your child's reports
- Give consent for walks/photographs
- Pay for school visits
- Book and pay for Nursery sessions
- Order and pay for some uniform accessory items
- Pay for school meals (where appropriate)
- Book Parents' Evenings appointments

We will shortly be sending every parent their unique login details where you will be able to activate and access your account.

In addition, we are introducing a new booking system for before and after school club. Please follow this link to register: <https://langley.cbfs.uk/> You can email langley@cbfs.uk or phone 01444 523335 for support.

Should you have any queries please contact the school office at office@langley.tgacademy.org.uk where we will be able to help you.

EYFS Fund

In the Early Years Foundation Stage (EYFS), we endeavour to provide your child with the richest experiences, above and beyond the required curriculum activities. Such opportunities will include cookery, gardening, model making, messy play and craft activities, all of which will enhance your child's learning.

To enable us to purchase some of the extra resources needed for such activities (for example, cooking ingredients and seeds for growing) we ask each EYFS family for a voluntary contribution of: -

- £10.00 per term (to be paid at the start of each term)

or

- £30.00 for the whole of the academic year (to be paid in September)

If you are able to contribute to the EYFS fund, we would ask that you make your payment through the MCAS system. We sincerely appreciate this valued contribution used to enrich your child's learning in the Early Years.

Uniform

Tudor Grange Primary Academy Langley are very proud of the standards it maintains with uniform and has a clear dress code for all pupils. It is designed to promote high expectations of the pupils as well as a sense of belonging. This is achieved through the partnership between the Academy and home.

We encourage items with the logo to be worn where possible. We endeavour to provide branded items which represent the best value for money and remain committed to supporting families who are experiencing financial hardship by providing these items. Second hand uniform is made available throughout the year to all families, information regarding this will be shared by the office.

Uniform can be purchased from two suppliers:

[Tudor Grange Primary - Langley – MIDLAND SCHOOLWEAR](#) (Shop 9, 1160 Warwick Road, Acocks Green, B27 6BP) where you can purchase in store or online

Or Monkhouse Schoolwear Specialists (1 Mell Square, Solihull, B91 3AZ)

Please see below for the Early Years uniform requirements. The whole school uniform guide is on our academy website.

Pre-school Uniform	
Bottle green sweatshirts with school logo	
White polo shirt	
Black jogging bottoms or black shorts	
Plain white/ grey socks (No patterns)	

Black shoes or trainers with Velcro fastening (No boots / open-toed shoes / or slip-ons)	
Black pumps (for indoor learning)	

Nursery Uniform

Bottle green sweatshirts with school logo	
White polo shirt with school logo	
Black jogging bottoms or black shorts	
Green gingham summer dress	
Plain white/ grey socks (No patterns)	
Black shoes with Velcro fastening (No trainers / boots / open-toed shoes / or slip-ons)	
Black pumps (for indoor learning)	

Reception Uniform

Bottle green sweatshirts with school logo	
White polo shirt with school logo	
Grey school trousers / shorts / skirt / pinafore (Elasticated waistbands recommended)	
Green gingham summer dress	
Plain white/ grey socks or grey tights (No patterns)	
Black shoes with Velcro fastening (No trainers / boots / open-toed shoes / or slip-ons)	

Reception ONLY PE Kit (Pre-school and Nursery DO NOT wear PE for PE)

Academy green sports top	
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Academy black shadow stripe shorts	
Black pumps	
Sports trainers with Velcro fastening (No laces)	
Plain black tracksuit bottoms for outside PE in colder weather (No leggings) Pupils should wear their school sweatshirt in colder weather.	

EYFS Accessories
Wellington Boots (any colour / design) A school bookbag (Nursery and Reception only) A green drawstring bag for spare clothing (Nursery and Reception only) A green school Infant backpack for spare clothing (Pre-school only)

Jewellery

In the interests of safety and security children should not wear jewellery. If earrings are worn, only one pair of plain gold/silver studs are permitted. This should be done at home- school staff will not remove earrings and parents may be asked to come to school to remove them in advance of PE lessons.

Cosmetics

Make up, nail varnish or any other cosmetic product is not allowed to be worn.

Hairstyles

Extreme hairstyles, cut and colour are not allowed on any occasion. Examples of extreme hairstyles would include close shaved (less than a number 2 cut) or decoratively shaved. Two tone colouring, extensive highlighting and decorative braiding are not allowed. Hair below the collar should be tied back and hair ribbons, if worn, should be black, dark brown or bottle green. Hair slides should be plain if worn. The school supports and welcomes pupils with Afro textured hair to wear their hair in styles which promote maintenance and upkeep, without fear of penalisation. If parents are not sure, please seek clarification from the Academy prior to cutting and styling.

Turbans

Black, dark green or dark grey in colour.

Hijabs

Black, dark green or dark grey in colour and pinned under the chin to stay on the head comfortably.

Please name every item of your child's belongings (including clothing, shoes, and bags) to avoid loss and to enable your child to locate their belongings independently.

Universal Infant Free School Meals

All infant pupils in Reception, Year 1 and Year 2 are eligible for Universal Infant Free School Meals. If you receive benefits and your child gets Universal Infant Free School Meals, you should still apply online for Free School Meals as extra funding may be received by school that could support your child.

You can apply for Universal Infant Free School Meals **as soon as your child's place at school is confirmed**. Solihull MBC has adopted compulsory online registration for new parents with children coming into these year groups and this will also enable an eligibility check for Free School Meals (FSM) including pupil premium funding.

You need to register/apply online for your universal infant free school meal / free school meal by using the Parent Portal which is part of the existing school admissions online system. To apply, visit [Free School Meals and Universal Infant Free School Meals \(solihull.gov.uk\)](https://solihull.gov.uk/free-school-meals)

Applications are normally processed within five working days but at busy times this may take a little longer. If you do not have an account, you can create a new one by clicking on register in the top left corner of the screen and you will then be able to make an application. You will receive an email confirming your application has been sent.

Please submit your application as soon as possible to enable the Solihull MBC Free School Meal Team time to process applications prior to the start of the autumn term in September.

Our school lunch menu is posted on the Academy website for you to view in advance and changes seasonally. Dietary requirements are catered for, and our Catering Manager, Beky Coughton, is happy to support you with choosing an appropriate meal for your child. It is the responsibility of parents/carers to keep the school informed of any dietary requirements.

As an alternative, you may wish to provide your child with a packed lunch. We encourage pupils to make healthy choices and therefore politely request that sweets, fizzy drinks and chocolate bars are not included in lunch boxes. We are also a nut free school. No nuts or products containing nuts can be eaten on-site or on school trips. This includes nut butters and chocolate spreads containing nuts such as Nutella.

More information and inspiration for healthy lunchboxes can be found at <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

Snacks & Treats

Pupils in EYFS are provided with a snack of fresh fruit or vegetables every day. Milk will also be provided to children who have been registered with Cool Milk. Please visit <https://coolmilk.com/parents/> to register your child. Please also send a bottle containing water only, clearly labelled with your child's name. No other food or drink items need to be provided.

Absence from School due to Medical / Illness

In the event of your child being unwell please contact the main office, either in person or by telephone on 0121 706 3932 on the first day of absence to give notification that they will not be present in school that day. Parents of any pupils who are not registered as present will receive a phone call to enquire of the pupil's whereabouts. We have a duty to safeguard all our pupils and therefore it is important that we are aware of why a pupil is absent.

If your child has a stomach upset, or has been vomiting, they must remain off site until 48 hours after the last episode, to reduce the risk of passing on the infection to others.

Any pupil arriving late or leaving the site within normal school hours will need to be signed out / back in at the office by an adult that is named on the 'Pupil Registration Form', with a clear reason given. Requests for absence due to medical appointments will need to be supported by an appointment letter and we request that where possible these take place out of school hours.

Whilst we understand that on occasion pupils may need to be absent from school due to illness or unavoidable circumstance, those students whose attendance falls below 95%, or are persistently late, will be closely monitored. If it continues to decline further, additional intervention will be required, and this may involve a referral to the Tudor Grange Academy Trust Attendance and Welfare Officer. To enable pupils to gain the greatest benefit from their education it is vital that they attend regularly and on time every day that the Academy is open unless the reason for absence is unavoidable, as poor attendance results in students making less progress. Securing good attendance is a fundamental responsibility within our duty to safeguard and promote the welfare of the children in our schools.

In the case of snow, or other extreme adverse weather conditions the decision to close the school or to open late is made as soon as possible. This is always a last resort, and the Academy will only be closed if it is unsafe for pupils and / or staff to access the site. Notifications will be posted on the Academy website, via MCAS (email and text message) and via Twitter.

Requesting a Leave of Absence

From the 1st of September 2013 in accordance with the Education (Student Registration) (England) Regulations 2013 amendment of the 2006 Regulations, TGAT will comply with the amendment in that the Principal will not be authorising leave of absences unless there are “exceptional circumstances”.

TGPAL has a responsibility to safeguard every child on roll at the Academy and therefore a Leave of Absence form must be completed in all circumstances, 3 weeks before the planned leave, and submitted to the office for the Principal’s decision. A letter confirming that the Leave of Absence form has been received and whether the leave has been either authorised or unauthorised will be sent to parents within 7 days of receipt of the Leave of Absence form.

If your child has already been referred to the Local Authority for any form of legal action, the leave will not be authorised even if it falls into an exceptional circumstances category. You should also be aware that if your child does take a holiday in term time and it does not fall into the category of exceptional circumstances, it will lead to the pupil being automatically marked as unauthorised absent. The Academy will then consider whether to refer the matter to the Local Authority to take the appropriate legal action.

Medical Needs

On your completed ‘Pupil Registration Form’, you will have indicated if your child has any medical needs. You must keep us updated in writing throughout your child’s time at school about any new or changed medical need.

Most medication for children is now prescribed so that the doses can be administered around the school day. When unavoidable, prescribed medication can be given during the school day. However, in line with the Academy policy, medication will only be administered by a qualified first aider. Only medicine prescribed for the named child will be administered.

All medication must be given directly to the office by a responsible adult, and a parent / carer must complete the relevant paperwork. Staff receiving the medication will check the names and dosage on the containers in your presence. Medication will need to be collected from the office by an adult and will not be sent home in pupil bags.

Should your child require emergency medication such as asthma inhalers, EpiPens etc, please ensure these are handed into the office on the first day as your child may not be able to attend school without them. These will be kept in school for use if needed.

Accidents

If your child is unfortunate enough to have an accident and suffer an injury, then they will be dealt with in line with the TGAT Health and Safety policy.

Minor injuries will be dealt with by a member of staff (guided by a First Aider) and head injuries will be seen by a trained first aider. For minor injuries, children will be issued with an accident slip, which is given to the pupil to take home. In the event of a head injury, the school will telephone and send an email to the parents to inform them. A sticker will also be placed on the child to ensure all adults are aware and can monitor them closely.

If a child suffers a more serious injury, then you will be contacted as soon as possible by a member of staff. All serious accidents, or those suspected of causing serious injury, are highlighted to the Leadership team and a review of procedures will take place within 24 hours.

Intimate Care

Toilet 'accidents' are dealt with by staff who are familiar to the child in line with our 'Intimate Care Policy'. Please ensure that Pre-school children and any other child where necessary, has a change of clothes, including underwear, at school every day. This should be kept in their green drawstring pump bag (Nursery and Reception children) or green backpack (Pre-school children) on their peg. If the spare clothes are used, the bag will be sent home with the old clothes for washing and returning the next day.

We recognise that some of our youngest pupils will only just be turning 2 or 3 and that for a small number of children toilet training proves more challenging. The Summer holidays are the perfect time for those children who are still wearing nappies/pull ups to work on this so that they are ready for school in September. Please visit [Home - ERIC](#) for advice and support with toilet training. Please speak to a member of staff if you have any concerns around toileting.

Communication

As we are trying to reduce paper copies, most communication will be sent to families via MCAS – My Child at School, (in the form of an email). The office sends a whole-school bulletin with information of forthcoming events across the school. Please ensure that your email address is kept up to date with the school office.

In Reception, we use a reading record which is used for recording reading completed. Please ensure that your child brings their bookbag containing their reading record book, to school every day. There is space for you to leave a comment but please ensure that any messages that are urgent are passed onto the member of staff on the EYFS door or communicated via email to the office or telephone.

On the school website, a blog sharing photographs and information of special events and daily learning in the Early Years will be regularly updated throughout the year. Only children with parental permission given via MCAS for this will be shown.

Should you have any queries or concerns, please contact your child's class teacher in the first instance. However, if after speaking to your child's teacher you feel that the issue is unresolved, please arrange via the office to speak to the Early Years Leader.

Homework

All EYFS pupils have the opportunity to select a book from our well-resourced library each week. These books are to share with an adult at home and we strongly encourage you to foster a love of reading together. Each week they will be swapped so please ensure they are returned in your child's book bag. Their library day will be notified to you in September.

Reception children are also issued with reading books from our reading and phonics scheme which is 'Little Wandle'. These books are designed to promote the application of phonics skills and develop comprehension skills. It is the expectation that Reception children will spend time reading each evening at home with an adult. Reception children are sometimes given weekly phonics homework to support the learning in class. Further details and support on this will be given in September.

Wraparound Provision

At TGPAL we offer a Wrap Around care provision which is run by school staff and operates as an extension to the school day which you are warmly invited to book for your child should you wish. Breakfast and after school club must be booked via <https://langley.cbfs.uk/>. We do have a limit on places therefore please ensure you book well in advance to secure your child's place.

We offer: - Wrap around for nursery children
 Afternoon Nursery
 Before school club school children
 After School Club

Breakfast Club – 7.30am start -£7.50 8.00am start- £6.40

Breakfast Club runs every morning from 7.30am until the start of the school day for all pupils. Children arrive via the EYFS gate which is opened by the intercom. Children are provided with a healthy breakfast and may choose from a selection of toast, preserves, cereal, fruit, and juice all freshly prepared on the premises. Our youngest children will receive the support they need to ensure that they eat a healthy nutritious breakfast. Once breakfast has finished children can join in a range of fun activities. The activities are appropriate to the age of the children. **Childcare vouchers are accepted as payment for these sessions.**

Wrap Around Nursery

We are delighted to offer additional afternoon sessions for those children who secure a nursery place at Tudor Grange Primary Academy Langley. Please see the attached 'Nursery wrap-around booking form' for sessions times and prices. Should you wish to make use of our afternoon nursery, please complete this form, indicating which sessions you would like your child to attend. **Childcare vouchers are accepted as payment for these sessions.**

After School Club – 4.30pm finish- £8.40 5.30 pm finish- £12.70 6.00 pm finish- £14.75

After school club runs from 3.20pm (2.55pm for Nursery) to 6.00pm. The team of staff will provide all children with the opportunity to play and socialise with friends in a comfortable, happy and secure environment. There will be a range of activities on offer appropriate to the age of the children, such as competitions, arts and craft, cooking, board games, sport, organised outdoor activities, nature trails, etc. Children will be provided with a light snack to see them through until home time. Pupils are welcome to bring healthy snacks to eat at wraparound in a lunch box or other suitable container. There is a standard set fee, but children can be collected at any time. **Childcare vouchers are accepted as payment for these sessions.**

Enrichment Activities

A range of enrichment clubs are available, details of which will be provided at the beginning of each term. Some are run internally by TGPAL staff and incur a very small nominal charge to reserve a place, whilst others (such as 'Football Skills School') are paid directly to the company themselves. All after-school enrichment clubs are for Reception children and older. They are assigned on a first come, first serve basis. It is worth noting that for clubs, fees are still applied even if your child attends our after-school club provision, and no refunds are given if your child is unwell or decides they no longer wish to attend the club.

Throughout the year, to support with our EYFS curriculum, we have visitors and workshops. We also go on a school trip in the summer term. These enrichment activities do incur a cost which we do ask parents to support the school in paying. Whilst all contributions are voluntary, if we are unable to raise sufficient funds to cover a significant portion of the cost then some experiences may not be able to go ahead. If you are ever having difficulty making payment, please speak to your child's teacher in complete confidence. No pupil will be prevented from participating purely due to financial reasons.

PTA

Our PTA is a partnership between parents and educators, who strive to nurture pupil learning and enrich the pupils lives to achieve their potential within our academy. Soon to be a registered charity, our purpose is to organise social and fundraising activities to bring the school community together and raise valued funds to benefit the academy and its pupils.

- Chair- Nicky Mowatt

As parents of the school, you are automatically a member of the PTA and your support is needed. If you have an interest in coming and volunteering some of your time (no matter how small), please speak to the school office to get in touch with members of the PTA.

Positive Behaviour

Pupils are consistently rewarded for demonstrating positive behaviour. This can be in the form of verbal praise, stickers and certificates.

AT TGPAL, we take great pride in supporting all our pupils to make correct choices. Class teachers are responsible in the first incidence for dealing with poor behaviour and will contact you directly if there are any concerns. As before, should you have any queries or concerns, please contact your child's class teacher in the first instance. Further information can be found in the academies 'behaviour policy'.

Special Educational Needs

If your child has, or you are concerned that your child may have, identified Special Educational Needs and / or a Disability, please contact our SENCO, Miss Li, via the school office who will be more than happy to speak to you. All pupils requiring additional intervention or support, benefit from a pupil provision plan, which is formed in consultation with parents and support services and is reviewed throughout the school year

Parking

We encourage as many of our families to walk to school as possible. As you may be aware, parking at busy times of the day, such as the start and end of the school day can be challenging. We are working hard with our neighbours, families and Parking Enforcement Officers to ensure that everyone continues to keep the safety of all our pupils in the forefront of their minds and park responsibly. Whilst we appreciate many of you are short of time when dropping off or collecting your child from school, those extra few minutes involved in parking in a safe and responsible manner will help increase the safety of everyone. This also applies to those who use wraparound service. There is no parking available on site, apart from for Pre-school and before and after school pick up and drop off.

Data Protection / GDPR

What is the General Data Protection Regulation? (GDPR)

The GDPR is a regulation (which came into effect in May 2018) by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union, aiming to give control back to citizens and residents over their personal data.

Taking data security and privacy seriously

At Tudor Grange Academies Trust, we take data security and privacy extremely seriously and believe that the GDPR is an important step forward for clarifying and enabling individual privacy rights, as such we are committed to maintaining compliance with the GDPR.

We are the first Multi-Academy Trust to have signed up to the [360data Framework](#) and are undertaking a comprehensive GDPR audit to ensure that data handling best practice is being followed by our staff.

Privacy Notices

We also have updated a number of key policies that cover how we handle and manage data:

- Consent Forms
- Privacy notice for parents/carers
- Privacy notice for pupils
- [Subject](#) access request

If you wish to unsubscribe from parent emails, please contact the school office, stating the name and year group of your child and indicating that you wish to unsubscribe.

Thank you for trusting us and please be assured that we will always take the security and privacy of your data very seriously. If you do have any questions regarding data protection and GDPR, please do not hesitate to contact Steve Groutage at sgroutage@tgacademy.org.uk.