

Need help with Parentmail?

If you are a new starter at Etonbury it may take up to 48 hours for you to receive your link and invitation to set up a ParentMail account for your child/dren. Please check your inbox for a link and follow the setup instructions.

The kitchen is informed of all new starters and although you may not have been able to top up the lunch account from day one, they will permit a small arrears over the first few days while the account is set up. For any queries please email etaoffice@bestacademies.org.uk

I have a query about lunches. Who can help me?

Any lunch queries are currently dealt with by Finance. There is a maximum spend cap on all lunch accounts, this is set to £5 per child per day. If you would like to alter the daily limit or have a query with an item on your child's purchase history our finance team can assist, please drop them an email; kwright@bestacademies.org.uk

Etonbury Extra (After School Club)

Please visit our website for further details- the club runs from 3.30pm (end of school) until 6.00pm Monday to Friday. For queries please email eta-asc@bestacademies.org.uk

Etonbury Breakfast Club

The Breakfast Club provision runs from 07.30 - 08.20am term time only. For queries please email jbamford@bestacademies.org.uk

School News

We publish a weekly parent bulletin which is emailed to parents every Friday. This is also available to download via our website, under the parents area/newsletters.

Need IT support with a chromebook? Please email studentitsupport@bestacademies.org.uk

School Trips

For queries relating to school trips please email the teacher coordinating the trip, this information should be available on the letter. If you have a query relating to a payment please email Finance on etaoffice@bestacademies.org.uk

I want to book my child to attend a club or am not sure if a club is on?

Please check Epraise for all our extra curricular club information, you can book your child to attend via Epraise, check timings and if you have a query relating to a particular club you can find out who is coordinating the club and drop them an email.

Lockers

Lockers are provided in school by an external provider. They are available for children in year 7 and above, number are limited. To check availability and enquire about booking a locker please visit the ILS Schools website www.ilsschools.co.uk.

I need to update my contact details...

If you need to make any amends to the details we hold for you and your child, please email the necessary changes to etaoffice@bestacademies.org.uk Please note you must have parental responsibility to submit these requests.



ETONBURY
ACADEMY

PARENT INFORMATION BOOKLET



ETONBURY ACADEMY

Stotfold Road, Arlesey, SG15 6XS

Principal - Mrs J Young

t 01462 730391

e. etaoffice@bestacademies.org.uk

w. www.etonbury.org.uk

facebook - facebook.com/Etonbury/

twitter - @EtonburyAcademy



What are the timings for the school day?

Juniors – Pupils in Years 5 & 6 have registration at 8.30am, the gates open at 8.15am. Pupils have five lessons throughout the day, lunch is 12.30–1.30pm and they finish at 3.15pm.

Secondary – for pupils in years 7 to 11, registration is 8.40am, lunch is 1.30–2.10pm and the end of the school day for secondary school is 3.30pm.

What is on my child's timetable?

Please download and login into ePraise to view your child's timetable.

Need help with Epraise? Please email etaoffice@bestacademies.org.uk if you need assistance.

How to contact the teacher?

If you wish to discuss anything with school, please contact your child's tutor via email, please allow up to 48 hours for a response from teaching and support staff.

If it's a subject matter please contact the subject teacher. Full details can be found on our website, practical info then the staff section.

If you would like a phone call or to book an appointment to discuss your child please email their form tutor who will aim to respond within 48 hours. (initialsurname@bestacademies.org.uk)

Uniform

School uniform can be ordered online via our supplier, Total Clothing, for detailed information please visit our website, Practical Information / Uniform.



Attendance

Appointments

We appreciate some appointments will fall within school hours. To ensure these are correctly coded please provide appointment cards, screenshots or letters in advance. Please send these via email to eta-absence@bestacademies.org.uk

Reporting Absences

Please advise the school as early as possible on the first day by:

Email: eta-absence@bestacademies.org.uk

Text: 07860 029600

Call: 01462 730391 and dial 1 when prompted to leave a message on the absence line or dial 0 to speak to the office who can transfer your call to attendance.

For continuing absences please update the school everyday, unless advised otherwise.

Requesting Leave

To apply for leave of absence during term time please complete the Leave of Absence application [form](#), also available from our website from the practical information / school forms section.

Term Dates

Can be downloaded from our website.

BEST Academic Calendar 2023/2024															
School Holiday				Bank Holiday				Pupil Day				Training Day			
September 2023				October 2023				November 2023				December 2023			
Mon	4	11	18	25	Mon	6	13	20	27	Mon	5	12	19	26	
Tue	5	12	19	26	Tue	7	14	21	28	Tue	6	13	20	27	
Wed	6	13	20	27	Wed	8	15	22	29	Wed	7	14	21	28	
Thu	7	14	21	28	Thu	9	16	23	30	Thu	8	15	22	29	
Fri	8	15	22	29	Fri	10	17	24		Fri	9	16	23	30	
Sat	9	16	23	30	Sat	11	18	25		Sat	10	17	24	31	
Sun	10	17	24		Sun	12	19	26		Sun	11	18	25		
January 2024				February 2024				March 2024				April 2024			
Mon	1	8	15	22	Mon	5	12	19	26	Mon	4	11	18	25	
Tue	2	9	16	23	Tue	6	13	20	27	Tue	5	12	19	26	
Wed	3	10	17	24	Wed	7	14	21	28	Wed	6	13	20	27	
Thu	4	11	18	25	Thu	8	15	22	29	Thu	7	14	21	28	
Fri	5	12	19	26	Fri	9	16	23	30	Fri	8	15	22	29	
Sat	6	13	20	27	Sat	10	17	24		Sat	9	16	23	30	
Sun	7	14	21	28	Sun	11	18	25		Sun	10	17	24	31	
May 2024				June 2024				July 2024				August 2024			
Mon	6	13	20	27	Mon	3	10	17	24	Mon	1	8	15	22	29
Tue	7	14	21	28	Tue	4	11	18	25	Tue	2	9	16	23	30
Wed	8	15	22	29	Wed	5	12	19	26	Wed	3	10	17	24	31
Thu	9	16	23	30	Thu	6	13	20	27	Thu	4	11	18	25	
Fri	10	17	24	31	Fri	7	14	21	28	Fri	5	12	19	26	
Sat	11	18	25		Sat	8	15	22	29	Sat	6	13	20	27	
Sun	12	19	26		Sun	9	16	23	30	Sun	7	14	21	28	

Term 1 – 75 days. Term 2 – 58 days. Term 3 – 85 days. = 198.
Pupil contact will amount to 190 of the 198 days. Schools will be closed on 8 of the 198 days. In accordance with Teachers' Conditions of Service, five days will be used to enable teacher training to take place.
Training days set are as follows: 4th September 2023, 9th September 2023, 9th January 2024, 15th April 2024 and 22nd July 2024.

Medical

If your child is unwell and not attending school please report their absence in the normal way (see Attendance)

If your child has been unwell and you are sending them to school and would like to notify school about this please email their tutor

(initialsurname@bestacademies.org.uk)

If your child needs to take medication in school please email their tutor and our Medical Officer – lkenny@bestacademies.org.uk.

Any medication administered in school requires a consent form.

Paper copies of the consent form are available from reception or you may download a copy from our website, (Practical Information / School Forms).

All medication brought into school must be in the original packaging with the dispensing label. We must have a consent form completed by a parent or guardian prior to administration.

Always aim higher

Everyone is respectful

Together we care