

### Need help with Payments?

If you are a new starter at Etonbury you can top up a lunch account or pay for a trip using the MCAS app.

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 [abowles@bestacademies.org.uk](mailto:abowles@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 email; [abowles@bestacademies.org.uk](mailto:abowles@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](mailto: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](mailto:jbamford@bestacademies.org.uk)

### School News

We publish a half termly parent bulletin which is emailed to parents. This is also available to download via our website, under the parents area/newsletters. Please follow us on Facebook & X for regular news and reminders.

**Facebook** - @Etonbury    **X** - @EtonburyAcademy

### 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 [abowles@bestacademies.org.uk](mailto:abowles@bestacademies.org.uk)

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

Please check MCAS for all our extra curricular club information, you can book your child to attend via the app, 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](http://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 [eta-data@bestacademies.org.uk](mailto:eta-data@bestacademies.org.uk) Please note you must have parental responsibility to submit these requests.

### Mobile Phone Pouches

Mobile phone use is prohibited at school. All years must have their phone locked away for the duration of the school day. Years 5 & 6 have phones are stored in class boxes. Years 7 to 11 are issued with a phone pouch. If a pouch is lost, stolen or damaged pupils will need to purchase a replacement via MCAS. For phone pouch enquiries please email the Head of Year. Please note: yrs 9/10/11 phone pouches commence Sept 26)

**ETA Newsletter** - our parent bulletin is sent out via email at the end of each half term.



ETONBURY  
ACADEMY

## PARENT INFORMATION BOOKLET



## ETONBURY ACADEMY

Stotfold Road, Arlesey, SG15 6XS

Principal - Mrs J Young

t 01462 730391

e. [etaoffice@bestacademies.org.uk](mailto:etaoffice@bestacademies.org.uk)

w. [www.etonbury.org.uk](http://www.etonbury.org.uk)

Facebook - [facebook.com/Etonbury/](https://facebook.com/Etonbury/)

X - @EtonburyAcademy



## What are the timings for the school day?

**Juniors** - Pupils in Years 5 & 6 need to be at school for 8.15am, the entry gates closes at 8.20am prompt. 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, arrival prior to this time please gates close at 8.45am. Lunch is 1.30-2.10pm and the end of the school day for secondary is 3.30pm.

## What is on my child's timetable?

Please download and login into the MCAS app to view your child's timetable

**Need help with MCAS/Student Portal?** Please email [eta-data@bestacademies.org.uk](mailto:eta-data@bestacademies.org.uk) if you need assistance. Our school ID is 15373. If you need to reset a password please enter your email address and click reset password via the app.

## 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 its 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](mailto: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. Please ensure you name everything.



## 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](mailto: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](mailto:eta-absence@bestacademies.org.uk)

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.

### Sixth Form Attendance

Please report this to:

[eta-sixthformattendnace@bestacademies.org.uk](mailto:eta-sixthformattendnace@bestacademies.org.uk)

## Term Dates

Can be downloaded from our website.

BEST Academic Calendar 2026/2027																																																																			
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## 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](mailto:initialsurname@bestacademies.org.uk))

If your child needs to take medication in school please email their tutor and our Medical Officer - [eta-medical@bestacademies.org.uk](mailto:eta-medical@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.