

5th January 2023

Dear Parents/ Guardians,

RE: Welcome back and reminders

Firstly, we would like to wish you all a Happy New Year. We hope you had a good break and that your child was looking forward to the new year in school. It has been wonderful welcoming back our pupils after the holidays. We look forward to a successful start to the Spring term.

Attendance and punctuality reminders

We understand that at this time of year there are many viruses and bugs circulating. It is important for children to attend school regularly when they are feeling well. If your child becomes unwell in school we will always contact you and request that you collect them if they have a temperature or they have been sick. While the numbers of Strep A cases are high we will also inform you if they have sore throat.

Arrival in the mornings

Pupils should arrive at school through the main playground gate **no later than 8.45am** in order to register. The gate will be open between 8:30am and 8:45am. If students arrive later than 8.45am, they will have to go through the main office entrance but they will be marked on the register as late. It is important that pupils come to school on time as their teacher will settle the children when they first arrive with an 'Early morning work' task. If a pupil enters the classroom late, this impacts learning and routines, which may affect their wellbeing.

End of the day

We continue to have the same staggered end times, so please ensure that you collect your child on time at the end of the day. **EYFS, Yr 1,2,3 = 3pm and Yr 4,5,6 = 3:10pm**. If children are late being collected they will have to stay in the office; they will not be placed into any after school clubs unless requested and paid for in advance.

Appointments or meetings

As far as possible, parents should try to schedule medical appointments out of school hours. We appreciate that this is not always possible, so parents should contact the school office with the evidence of the medical appointment. If this is not provided, this will be an unauthorised absence.

Extended Provision

We continue to provide breakfast club and afterschool care. All bookings must be done through the Gateway App and payment will be required when booking. If you have an outstanding balance the school office will not be able to book you in for these clubs. If you have any issues with the school gateway app please notify the office as soon as possible so we can help to resolve the issue.

Lunch payments

Please ensure your child's lunch account is kept topped up in order to avoid an outstanding balance. This does not apply to those pupils entitled to Free School Meals (FSM). Please ensure that you renew your



entitlement to FSM each year. Any debt that is not paid has a huge impact on our school budget, as the school is liable to pay.

Thank you for your continued support,

Ms Hasker

Headteacher