



**September 5<sup>th</sup> 2016**

Dear Parents/Guardians

I would like to extend a warm welcome to all children and parents/guardians who are joining our school today. It was good to see so many of you at the open morning on Friday and I hope that it provided you with the opportunity to familiarise yourselves with the layout of the school and with staff members. I have outlined below some reminders which may be helpful as the new term begins.

**School timings**

School will open at **8.55am** and finish at **3.15pm**. Entrance to the school will be through the green gates next to the car park. Teachers will collect the children from the playground in the morning and parents are welcome to bring their children in to classrooms. At the end of the day, we ask parents to wait on the playground and your child will be handed over by the teacher. If for any reason someone else needs to pick your child up, please inform the school office. This will enable us to ensure the safety of your child. A calendar of term dates can be picked up at the school office if required.

**Lunch**

All children in Key Stage 1 are entitled to a free school lunch. This is currently being supplied in the form of a packed lunch by Kingswood Caterers, who will deliver the lunches to school. If you would like to take up this option, please enquire at the school office, and they will provide you with details. Children are also welcome to bring their own lunch. If you are sending a packed lunch with your child, please ensure that the contents are healthy and balanced. No sweets, fizzy drinks or glass bottles are allowed. Please provide a labelled lunch box if your child is bringing a lunch from home.

Each class will have a lunchtime supervisor. Lunches will initially be eaten in the classrooms.

**Uniform**

Uniform items can be purchased from the school office. Please ensure that each item is named as all children will have similar clothing. School uniform is:

Green fleece, sweatshirt or cardigan with school logo

White polo shirt

Black/grey trousers, skirt or pinafore

Black shoes

## **PE**

T-shirt, shorts, plimsolls

PE kit and bags in school colours can also be purchased from the school office if required. Key Stage 1 children will usually do indoor PE in bare feet but outdoor PE will require plimsolls. Your child's teacher will inform you which days they will be doing PE lessons. PE kit can be left in school – it does not need to go home after each PE lesson.

## **Jewellery**

Children are allowed to wear one pair of stud earrings and a watch. Jewellery must be removed for PE lessons.

## **Attendance**

If your child is unable to attend school due to illness, please let the school office know. If they have a sickness bug, please keep them at home for 48 hours. We will make a first day response call home if we have not heard from you by 9.15am.

## **Snacks**

Children in FS2 and Key Stage 1 are provided with a free piece of fruit or veg every day. In addition to this, daily snacks will be offered to children in FS2. We ask for a parental contribution of £2.00 per week to cover the costs of this provision.

## **After school provision**

Breakfast club (8.00am – 8.55am)

Teatime club (3.15pm – 6pm)

After school provision will be offered during the above times from Monday 19<sup>th</sup> September. If you would like your child to attend any of these sessions, please ask for an application form and price list from the school office.

## **Contact us**

The school office number is **01536 216090**. However, we are currently experiencing problems with our telephone land lines and we are hoping that this problem will be resolved today. In the meantime, if you have any questions, please do not hesitate to speak to myself or any other of the school staff. Our website is in the process of going live and is currently awaiting some content. We will try to ensure that you receive as much information as possible in the next few weeks.

Thank you. I look forward to a long and happy association with yourselves and your families.

Linda Culbert

Head of school