

Good morning and welcome back. We hope you all had a lovely summer holiday.

We are delighted to welcome Miss Prince as a member of our office staff who some of you have already met. Mrs Watson our new family support and attendance officer will start within the next couple of weeks and a letter will be sent out explaining a little more about her role and our attendance monitoring and procedures.

Please remember that our school phone number has changed. **Our new number is 0191 5537673.**

Just a few reminders to set us up for the start of the new school year.

**Morning routine:**

To avoid having to line children up on the yard and a rush for cloakrooms, we continue to open the doors for **Years 3, 4, 5 and 6 at 8.40am. They will close at 8.50am.** Children may come into school during this period and complete a quiet activity in class before the register is taken at 8.50am.

The same applies for **Years 1 and 2**, with slightly later timings. **Doors open at 8.45am and will close at 8.55am.**

It is really important that children are on time for school in order to make the most of their school day and learning time. If you are late you will be asked to sign your child in at the school office and explain the reason for lateness.

**We would also remind you that while on school premises, smoking, swearing and dogs are not permitted.**

**End of the school day:**

Years 3-6 school day finishes at 3.15pm, while Reception, Years 1 and 2 finish at 3.10pm.

**Nursery:**

We welcome our new nursery children to school. Nursery starts at 9am and finishes at 3pm for our full time nursery children. Children are still settling in to their new routines so staff will speak to you if you are unsure of your child's nursery session times as not all children are presently attending full time.

**Speaking to your child's class teacher:**

Staff are always happy to speak to you if needed. They will be available to speak to parents about any queries or concerns before the school day begins and at the end of the school day. Staff will ensure all children are handed over safely before speaking to parents, so we would very much appreciate your patience and understanding at having to wait a few minutes to allow them to do so.

We will always do our very best to speak to you whenever we can but please understand that if a teacher is in class with the children, you will be asked to arrange an appointment at a more convenient time.

### Medical:

- If your child has an epi-pen or inhaler please make sure that this is brought in to school.
- Please remember that any **prescribed** medication you wish your child to receive must be brought directly to the school office. Your request will be considered by a member of staff and if accepted, a medication form must be completed and signed by parents.

### Uniforms and expectations:

- Children have come back to school looking very smart and we look forward to this continuing throughout the school year. Please make sure you clearly label your child's clothing. Already we have had to track down the owners of some brand new winter's coats at the end of playtime that did not have any names in.
- Uniforms and appropriate PE kits are expected to be worn. Our expectations can be seen on our entrance display. A plain white t-shirt and red, black or navy shorts should be worn for PE, along with trainers or gym shoes. If your child does not have the appropriate uniform or PE kit we will remind you of our school expectations in a letter home, as unfortunately last term some children were coming to school in, or bringing, inappropriate clothing.
- A watch and plain stud earrings **only** may be worn to school. These will have to be removed for PE sessions.

### Appointments:

- We would very much appreciate it, where possible, that any medical or dental appointments be made outside of school times. If this isn't possible, we will request a copy of your appointment card or letter.
- If your child receives appointments from any external agencies such as Speech and Language, please make sure you attend. During the holidays we have been notified of 8 children who need the specialist help of these services yet have been discharged through non-attendance. It takes school a great deal of time and effort to refer children to these services.

### Contact details:

- Please make sure that you keep us informed of any changes to your personal details such as addresses, emergency contacts or who you give permission to collect your child. If you do not keep us up to date with your mobile phone numbers you will not receive school text messages.

### Dates:

Week beginning 24<sup>th</sup> September- Travelling book Fayre in school

Friday 28<sup>th</sup> September- MacMillan Coffee Day.

Week beginning 15<sup>th</sup> October- Parents Evening

Friday 19<sup>th</sup> October- break up for half term holidays

**Separate letters with specific details will be sent out for each of the above events. We will also keep you informed within the next few weeks of our Christmas dates.**

Thank you very much for your support. We are looking forward to a very busy school year ahead, and have already made a fantastic start.