

NEWSLETTER



SEPTEMBER 2021 *Be the best you can be*

Site Security

To keep staff and pupils safe, we check all visitors before authorising entry into a school building. All staff and visitors are issued with ID lanyards. There are external CCTV cameras around the school to monitor activity in the outside areas.

Excellence

Resilience

Respect

Attendance and Punctuality

All children are expected to attend school regularly and on time. We ask you to ensure your child is in school at **8:45am**, as this is the time children are able to gain entry to class. This gives them time to hang up their coat and say hello to their friends and be ready to start learning once registers are taken at **8:55am**. **If your child arrives just 5 minutes late each day, they will be missing nearly 16 hours education over the course of a school year.** Children arriving late miss important information at the start of the school day. They are often embarrassed by continual lateness and this can affect their self-esteem.

Our school gates are locked promptly at **9:00am**. Children arriving after this time must report to the school office to get their registration mark. You will be asked to provide a reason for lateness.

Please consider carefully if your child needs to take a day off school. Missing areas of the curriculum will leave gaps in their education which has a negative impact on progress and attainment.

- Make arrangements for travel during school holiday times.
- Where possible, medical appointments should be outside of school hours. You must provide medical evidence to cover such appointments.

At the end of the school day you are able to access the grounds from **3:00pm**. Please collect your child promptly as children become worried and distressed when they are not collected on time. The end of the school day is at **3:15pm**. School gates are locked at 3:30pm.

After school clubs finish at 4:25pm. If your child is attending on after school club they must be collected in the KS1 playground at 4:25pm

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Contact information

Please ensure you inform the school if you have moved and/or changed your mobile phone number. It is really important that we have the most up to date contact details so that you can receive the latest information from the school as well as being contacted in the event of an emergency.

Please also check the school website and ParentMail before phoning the office, as we receive a high volume of phone and face to face queries which could be answered by a visit to the website or reading letters sent on ParentMail.

Please also ensure that you child has everything they need that day to avoid office staff having to deliver items around the school which has an impact on their work.

Break and Lunchtimes

Our children are supervised by members of staff on duty each day. This includes playgrounds, lunch halls, as well as classrooms. If a child gets hurt during the school day, they receive attention from a first aider. At times an ambulance may be called to further assess the injury or take the child to hospital. In all instances, parents are contacted.

Educational Visits

Risk assessment are conducted for all educational visits. These include the number of staff and responsible adults that will accompany the children to ensure appropriate supervision ratio. Staff will always visit the place/setting as part of the risk assessment.

Staff Training

All members of staff receive safeguarding and health/safety training. This includes weekly updates following the training at the start of a new academic year. There are termly fire drills to reinforce evacuation procedures in the event of an emergency. Additional training is organised for staff working with pupils with medical conditions or any other needs.

Your children are very precious to us and we aim to keep them safe whilst they are in our care.

Your support in these matters is greatly appreciated.

Ms S Khan
Head Teacher



Twitter

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