

NEWSLETTER



September 2023

Be the Best you Can Be

Excellence
Resilience
Respect

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.

Attendance and Punctuality

Excellent attendance and punctuality are important to allow your child to fulfil their potential and be the best they can be. All children are expected to attend school regularly and on time. We ask you to ensure your child is in school at 8:35am, 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 8:45am. 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 8:50am. 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 3:25pm.

After school clubs finish at 4:25pm. If your child is attending an 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 be contacted in the event of an emergency.

Please also check the school website and ParentMail before phoning the office. 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.

If you do not have the Parentmail App it is important that you download it, so that you can receive the latest information from the school.

Please also ensure that you child has everything they need that day. Our office staff delivering items around the school 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 needs medical attention during the school day, there are staff who are first aiders who can provide immediate attention.

At times an ambulance may be called to further assess the injury and take the child to hospital. In these instances, parents will be 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



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Dates for your diary

Week beginning 2nd October - Harvest Collection

Week beginning 9th October- Black History Month

Friday 20th October - Last day of Term 1

Monday 23rd October - Friday 27th October - Half Term break

Monday 30th October - Staff Training Day - School closed for pupils

Tuesday 31st October - All pupils return to school



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