



14th July 2017

IMPORTANT PARENT/CARER INFORMATION REGARDING THE NEW SCHOOL YEAR STARTING
TUESDAY 5th SEPTEMBER 2017

There are some changes being made to school routines as from 5th September 2017. It is important that all parents/carers make themselves aware of these changes. Every child will bring home a copy of this letter on Friday 14th July 2017. It will also be uploaded to the School App and the School Website.



CHANGES TO THE STRUCTURE OF THE SCHOOL DAY - Important changes

As from Tuesday 5th September 2017 the school will open its doors at **8:40a.m.** and the children will be allowed straight into their classrooms. They will not have to line up outside school until 8:50a.m. All the external doors to the school building, with the exception of the Main Entrance, will be closed and locked at 08:50a.m. for registration and the start of the school day.

The following shows how the school day will be structured as from September 2017.

08:40a.m.	School doors will be opened and children will be allowed in to school. They will not have to line up on the playground. They will undertake a short task to start the day.
08:45a.m.	Nursery morning session starts
08:50a.m.	All outside doors, except the Main Entrance, will be closed and locked. Registration will take place and lessons will start.
10:30a.m. to 10:45a.m.	Morning Break (KS1 and KS2)
11:45a.m.	Nursery morning session ends
12:00noon to 1:00p.m.	Foundation Stage 2 lunch hour
12:10p.m. to 1:10p.m.	KS1 and KS2 lunch hour (2 sittings)
12:30p.m.	Nursery afternoon session starts
2:25p.m.	KS2 toilet break
2:30p.m. to 2:45p.m.	KS1 afternoon break
3:25p.m.	End of the school day
3:30p.m.	Nursery afternoon session ends
Children who are not collected by 3:35p.m. will be taken to the after school child care provision and parents/carers will need to collect them from there. There will be a small charge levied for this child care.	



CHANGES TO PARENT/CARER ACCESS ON TO THE SCHOOL SITE – Important changes

To address parent/carer concerns over the safeguarding of their children while on the school site, work will be carried out over the summer break to improve security and as such all parents/carers need to be aware of the changes to the school site and know how they will access the different areas of the school site from September 2017.



Most of the work will be carried out at the back of the school (Queensberry Road) and is as follows:

1	The fencing surrounding the rear car park will be altered to improve security. The gates currently providing access from the car park to the Foundation Stage playground and the KS1 playground will be replaced with fencing and therefore there will be no pedestrian access to any other areas of the school site through the rear car park.
2	A new single pedestrian gate is being constructed on Queensberry Road (at the Montrose Avenue end of the perimeter fence) during the summer break. Parents/carers will access the Nursery/Foundation Stage 2 areas either through this new single gate or through the existing single gate on Coniston Road (nearest to Montrose Avenue) and down the path which runs next to the front car park.
3	Parents/carers will access the KS1 and KS2 areas either through the existing single gate on Queensberry Road (into the KS1 playground) or through the single pedestrian gate on Coniston Road and then through the single pedestrian gate next to the main entrance automatic door.
4	The double gates on Queensberry Road will only provide access for school staff car parking and kitchen deliveries. Parents/carers must not enter the school site through the double gates on Queensberry Road as they will be unable to access any other part of the school site.
5	Pedestrian gates will be locked every day at 09:05a.m. and unlocked at 3:00p.m.



PUNCTUALITY

Thank you to parents/carers for ensuring children are in school, on time, every morning. However we are still seeing a small number of children persistently arriving late. Hopefully our new morning routine will help us see a reduction in children being late for school.



DOGS ON SITE

Parents/carers are asked NOT to bring dogs on to the school site at any time, whether they are on a lead or not.



CYCLES/SCOOTERS

In line with school policy any adult or child coming to the school site on a cycle or scooter MUST dismount at the school gate. Cycles and scooters must not be ridden on the school site under any circumstances.



SCHOOL APP

We have had our school app for over 6 months now and it is proving to be an excellent way to communicate with our families. The app is free to download and provides parents/carers instant access to any news items and information regarding school. No more lost letters or not getting paper copies because your child is ill. News and information is delivered straight to your phone or tablet. We have had positive feedback regarding the app as a way of communicating with our families so if you have not downloaded the app yet please do so as soon as you can. Paper copies of certain letters/newsletters will slowly be phased out and you will need the app to know what's happening in school.



SCHOOL DINNERS – important change

Most of our children choose to consistently have either school meals or packed lunches. However we do have some families who switch between the two options daily. As from September 2017 we are asking parents to make the decision

to either opt for school meals for their child or provide packed lunches at least for the whole week, and not make any changes to that decision during a single week. For example, if your child has a school meal on Monday they will have a school meal every day that week.

To enable you to make your decision we publish the weekly menus on the school app every Friday for the following week.

If a child wishes to change from school dinners to packed lunches (or the other way round) they may do so but on a weekly basis .



PARENTPAY – important change

As from September 2017 all school meals MUST be paid for, in advance, using the online ParentPay service or by using a PayPoint card. Cash payments for school meals cannot be accepted at the school office. You can pay weekly, half termly or termly but you must pay in advance of taking any meals. If your account goes into arrears at any stage you will be contacted by a member of the admin staff and asked to make a payment immediately. Having arrears on your ParentPay account may mean that your child is unable to have a school meal.

If you think you are eligible for Free School Meals please inform the school office and we will be happy to help you with your application. ALL children in Year FS2, Year 1 and Year 2 are currently eligible to receive a free school meal under the Universal Free School Meals scheme.



UNIFORM

The following is a reminder of the current school uniform policy. Please bear this in mind if you will be buying items of uniform over the summer break.

BOYS	GIRLS
Black smart trousers or tailored shorts. No denims, cords, combat trousers, jogging bottoms or leggings.	Black skirt or pinafore or black smart trousers. No denims, cords, combat trousers, jogging bottoms or leggings.
Navy blue long-sleeved sweatshirt, with school logo. Available from the school office.	Navy blue long-sleeved sweatshirt or cardigan, with school logo. Available from the school office.
Light blue short sleeved polo shirt, with or without school logo.	Light blue short sleeved polo shirt, with or without school logo.
Plain black, flat, shoes or trainers. No brightly coloured markings, trainers or heavy duty boots.	Plain black, flat, shoes or trainers. No brightly coloured markings, trainers or heavy duty boots.
PE kit	PE kit
Black sports shorts	Black sports shorts
White, plain t-shirt. No football strip or similar.	White, plain t-shirt. No football strip or similar.
For outdoor PE	For outdoor PE
Plain navy tracksuit	Plain navy tracksuit
PE trainers	PE trainers
Children in Foundation stage will require a set of waterproofs and a pair of wellingtons	

School keeps a small stock of sweatshirts, cardigans and polo shirts. All embroidered with the school logo. We also have some sets of plain navy waterproofs in stock. Ask at the school office for prices and sizes.

The school office will be open on **Monday 4th September 2017** between **11:00a.m.** and **2:00p.m.** to enable you to purchase items of school uniform.

Jewellery

Pupils are not allowed to wear jewellery to school. If you are thinking of having your child's ears pierced please arrange to have this done at the very beginning of the summer break to allow for the healing process.

Make Up/Nail Varnish

Children are not allowed to wear make-up or nail varnish to school.



MOBILE PHONES AND VALUABLE ITEMS

Children must not bring mobile phones, or any valuable items, into school. School accepts no liability for the loss, damage or theft of mobile phones or other valuable items which are brought into school.



BREAKFAST AND AFTER SCHOOL CHILD CARE

School provides child care for children before and after school every day that the school is open, not training days or school holidays.

Children can attend Breakfast sessions from 07:30a.m. They are dismissed to their classes for the start of the school day. Breakfast is served until 08:30a.m.

After School child care operates until 5:45p.m. Children can be provided with a light meal, served about 4:30p.m., if required.

Children must be booked into After School provision, however there is no need to book children into breakfast sessions.



If you have any question regarding anything mentioned in this letter please contact school.



REMEMBER – School closes at 3:25p.m. on Friday 21st July and reopens for children at 08:40a.m. on Tuesday 5th September 2017.

Children starting in Nursery and Foundation 2 have been informed of their start date by the class teacher.

Yours sincerely

A handwritten signature in black ink that reads "S. Bowler".

S Bowler
Headteacher