

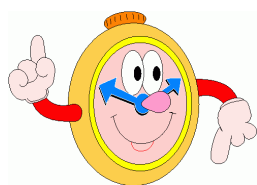
Knockmore Primary

September 2017



To aid communication between school and home, newsletters will be sent home on a regular basis. As this is our first newsletter for 2017-18, we would ask all parents to read it carefully.

Timekeeping



Please have your child in school ready to start work at 8.55 am. Children arriving after this time will be marked as 'late'. School gates open at 8.45 am. At Knockmore Primary School child safety is of paramount importance, so please do not leave pupils off before 8.45am. From 9.00 am external gates are locked, entry will only be via main entrance and late pupils **must** be signed in by parent/guardian. **In accordance with child protection procedures, please drop pupils off at the appropriate gate in the mornings.**

Attendance and Absences

If your child is absent from school, please send a letter of explanation on their return. Alternatively, you can telephone the school office to advise us of an absence/appointment. The Department of Education requires that we allocate a code to all absences from school. Should you not provide a reason for your child's absence, the school will need to request one from you. **Attendance and lateness are monitored by the Education Welfare Officer.**



Pupil collection times effective from 2nd October

Y1 – Y3 (mainstream) finish at 2pm

Y4-7 pupils finish at 3.00 pm.

Please note year 1 mainstream children will be staying in school until 2pm from 2nd October 2017. Dinners cost £2.60 per day. If

you think your child is entitled to free meals and you haven't already completed the necessary forms, please contact the office as a matter of urgency to obtain a form. Forms are available on the school website.

It is vital that all Y1-3 pupils are collected promptly from the appropriate door/gate as teachers have additional teaching commitments from 2.00 pm each day. Thank you.

School dinners

School dinners cost **£2.60** per day. It would be appreciated if dinners could be ordered weekly on a **Monday** morning and the correct change be sent in. **If your child arrives to school after 9.30 am, please supply them with a packed lunch unless dinner has been ordered in advance with the class teacher.**

We would ask that you discuss with your child/children before they leave for school in the morning any changes in their usual routine eg attending clubs, home-time collection arrangements. This would alleviate any stress for your child and also help the office staff.

Book Fair

The Travelling Book Fair will be in school from Tuesday 26th September to Thursday 28th September 2017 inclusive. Each class will be given a time slot to visit the Fair during school hours. If you wish your child to buy a book, please send in the money to school and your child will have the opportunity to browse and buy books.



Meetings with Staff

Remember:

- If you wish to speak to a teacher, ***please make an appointment.***
- Messages can be relayed to teachers via a note with your child or through the school office.
- If you are collecting/returning a child for/from an appointment, please report to the office as your child needs to be signed into/out of school.
- All classes are now operating a message service to parents through Dojo.

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Procedures for concerns



If you have any concerns, the first point of contact is your child's teacher or classroom assistant. An appointment can be made through the school office. If necessary, a follow-up appointment can then be made with Mr D Cunningham, Designated Teacher (Head of Units and SENCO) or Ms A Hardwick, Deputy Designated Teacher.



Mr David Cunningham, Vice-Principal



Ms Andrea Hardwick, Principal

Medication

Please complete a "Permission to Administer Medication" form for short and long term treatment if you wish your child to receive any medication in school. This can be obtained from the school office or downloaded from the school website. Please do not send medication into school with your child – if you have an arrangement for medication to be given in school, please ensure that the medication is given to a member of staff.



Healthy Break

We aim to support you in encouraging your child to have a healthy snack for his/her break. We will continue to encourage children to choose healthy options and to reinforce the benefits of a healthy lifestyle. To facilitate this we can provide a healthy break for your child at £5 per month. If you wish to book 'Healthy Break' for October, **money must be sent into school by Wednesday 27th September.**

School Clubs



- **Breakfast Club** is held each morning from 8.00 – 8.40 am. The cost is £1 per day or £3.50 per week if paid on the Monday.
- **Homework Club** is held from Monday to Thursday from 3–4 pm. The cost is £1 per day or £3 for the 4 days if paid on the Monday
- **Play Club** is held Monday to Friday from 2-3pm for children in Yr 1-3. The cost is £1.50 per day or £6 if paid on the Monday.
***Due to unforeseen circumstances the Little Stars Club will not run this term.**
- **Football** is held on Thursday from 2-3pm. Term 1 for Years 2 and 3. Terms 2 and 3 for Years 1-3. Years 4-7 from 3-4pm. The cost is £2.00 per Session or £20.00 per term (12 weeks).
- **Numeracy Club** is held on Monday from 2–3pm for Year 3 (mainstream and units), commencing week beginning 25 September 2017 – **NO CHARGE**
- **Literacy Club** is held on Tuesday from 2–3pm for Year 3 (mainstream and units) and Monday for Year 4-5, commencing week beginning 25 September 2017 – **NO CHARGE**.
- **Eco Club** is held on Wednesday from 3-4pm for Year 4-7, commencing week beginning 25 September 2017 – **NO CHARGE**.
- **Drama Club** is held on a Thursday from 3-4pm for Year 4-7, commencing week beginning 25 September 2017 – **NO CHARGE**.
- **AQE Club** is held on Monday 3.00 - 4.10pm – **NO CHARGE**.

In order to arrange appropriate supervision, we would ask parents to book places for clubs in advance. Please send a slip showing which days you require along with money on a Monday using the slips sent home with your child. Although children can book a place and bring money in each morning, **clubs must be booked on a Monday or first thing on the attending day – we cannot add children's names to a club during the school day.**

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