Monday 25th July, 2022

Dear Parent/Carer,

**Please read the important information below in preparation for September.**

Changes to school day - punctuality

**From September, there will be a new starting time for the Infant and Nursery Department of 8.50a.m.** The school gates and classroom doors will be open from 8.40a.m. If your child arrives after 8.50a.m but before 9.00a.m. they must be signed in at the office by an adult and a late mark will be recorded. If they arrive after 9.00a.m. without a valid reason, an unauthorised absence mark will be applied for the morning. At the end of the day, school will finish at 3.20p.m. The school gates will open at 3.15p.m.

**The Junior Department, school starts at 9.00a.m**. The school gates and classrooms will open at 8.45a.m. If your child arrives after 9.00a.m. but before 9.10a.m. they must be signed in at the office by an adult and a late mark will be recorded If they arrive after 9.10a.m. without a valid reason, an unauthorised absence mark will be applied for the morning. At the end of the day, school finishes at 3.30p.m. The school gates will open at 3.25p.m.

**It is vital that children arrive on time for school as it is very unsettling for them if they join their class late.**  **They miss vital teaching and important information for that day. Similarly it is important that your child is collected from school at the end of the day on time.**

**Attendance - Every Day counts!**

The Local Education Authority wants us to achieve an attendance rate of 96%. Please do your utmost to arrange optical, dental and medical appointments outside school time. We do understand this can be difficult-our staff manage to do this in the main! Please Do your Best!

* Please avoid at all cost arranging holidays during term-time. Many school days are being lost every year because of this. Particularly disruptive are holidays in September – this makes for a very bad start in a new class. Very few absences are being authorised now except for illness. You will receive a penalty fine if you take a holiday during term time. Our administrative staff will email you if you do not let us know why your child is off school. You can ring the office about absence from 8.30am. If we do not hear from you, the absence will be recorded as an unauthorised absence.
* If your child is late, you must come in to the office and sign them in. This is a legal requirement and for the safeguarding of our children.
* Achievement and good attendance has a proven link.

Female Genital Mutilation (FGM)

We have been asked by the Local Authority to remind parents that FGM is an illegal practice and any concerns around this issue should be brought to the attention of agencies such as the Police, Children’s Services, NSPCC and Schools etc.

Uniform

Thank you to all of you for the way the children have been presented for school each day this year! Your support for our uniform code is very strong and we appreciate it. This helps to give the children a sense of identity as part of the school family and a pride in themselves. There are just a few reminders I would like to give.

* Black school shoes only to be worn (completely black with no coloured stripes, ticks or motifs).
* Appropriate hair styles/cuts for school. Carved patterns in the hair are not appropriate. Long hair should be tied back from the face.
* Make-up and nail varnish are not allowed in school
* Children can wear stud earrings only for school. No jewellery at all, including earrings, should be worn on PE days.

Our full uniform list is attached for your information. From September, children can wear a v-necked sweatshirt or sweat cardigan, however, if your child still fits into the current woolly ones that they still already have, then they can continue to wear them.

PE Kits

From September, the children will be required to keep their PE kits on their peg in school and will be getting changed for PE in school. Here is a reminder of the PE kit:-

White t-shirts

Navy shorts

Navy sweat shirt/ joggers (for outside/ winter)

Trainers

School Meals - increase in charges

We will be increasing our charge for school meals slightly from September. A school meal will cost £2.40 per day, therefore £12 per week. This is in line with general costs of living increases.

**Thank you for all your support this year. May you all be blessed with a safe, happy summer and we look forward to seeing you in September**.

Yours sincerely



Jacqui Potts