We would like to ensure that you are fully informed on key information to support your child’s learning and presentation at school. Please note the following key points and dates, your support is always much appreciated.

Start of the day
- School doors are open from 8.45.
- The doors and gates will be closed promptly at 9.00.
- We expect all children to be in class and “ready to learn” by 9.00 at the latest.
- The school playground doors and gates will be closed promptly at 9.00.
- Any child arriving after 9.00 am must be brought to the front office by an adult and registered. Children should not at any time be walking through the school car park unsupervised.

End of the day
- Children should be collected PROMPTLY at the end of the day
- 3.00pm (Nursery, Reception, Year 1 and 2)
- 3.10pm (Years 3, 4, 5 and 6)

If you are unable to collect on time every effort should be made to arrange for family or friend to collect. Please contact the office before 2.30pm so the class teacher can be informed of any changes.

School lunches
- Every child in Reception, Year 1 and Year 2 is eligible for a free school lunch
- Choices will include hot meals as well as sandwich/baguette options
- Children choosing a baguette will also be able to choose any selection of salad and vegetable options to go with their meal
- Children on sandwiches will still be able to choose to have pizza on Friday, but this must be booked at front office with two weeks’ notice
- Any changes from school meals or sandwiches must be made at the main office and with at least 2 weeks’ notice
- All children will be expected to stay in school for their school meal. Children should not be taken home for lunch.

School Uniform:
- Children must wear full school uniform consisting of white polo shirt, red sweatshirt, grey skirt/trousers.
- Sweatshirts and cardigans must be bought through school
- Shirts, skirts and trousers can be bought from a local shop.
- PLEASE ENSURE ALL CLOTHING IS CLEARLY NAMED.
- In preparation for colder weather, all children require a winter coat.
- Year 1 and receptions can bring in wellie boots (which can be kept in school) as we spend a lot of time learning outside.

Head Scarves
- Please ensure that appropriate head scarves are worn.
- Girls should not wear long head scarves that require pins to keep in place.
- These are available from school. They are currently available in most local school uniform shops
- Recommended colours are red, white or black

Shoes:
- Children should have sensible black footwear at all times.
- Sandals/flipflops, boots, UG boots etc are not appropriate.
- Black trainers with no markings are acceptable.
- Laces should be black.
PE Kit
- Children must bring a kit of white t-shirt, and black shorts/track suit trousers/leggings
- These are available to buy at school
- PLEASE ENSURE ALL KIT IS CLEARLY NAMED
- PE kit should be brought into school in a clearly named bag and kept in school for the whole week and taken home at the weekend for washing

Break time snacks
- Please ensure children bring in a healthy snack in for break time
- Children must not bring in chewing gum or sweets
- Fizzy or energy drinks should not be brought in to school
- Water is available throughout the day to all children in class and at lunchtime
- A piece of fruit can be bought at breaktime for 20p

Medical Needs
- Please ensure that all medicines and inhalers required to be taken in school are registered with the office
- We can only administer medicines that have been given by the doctor and relevant forms have been signed with the office by parent/carer

Homework
- Your child will be given regular pieces of learning to complete at home. We appreciate any support you give your child to ensure that it is completed and given in on time to their Teacher
- Your child’s teacher will be informing you shortly when your child’s homework will be issued and should be returned

Reading
- All children should be encouraged to read for a short time every day
- Please ensure your children bring their reading/homework bag with book into school EVERYDAY to enable books to be updated and changed if needed

Attendance
- Our school’s attendance record is very good. This is thanks to your efforts to get your children to school on time. Please continue to support us and your child in this way
- We are NOT able to authorise any term time holidays

Absence and Illness
- If your child is unwell and unable to come to school please be sure to call the school office every day while your child is absent
- If we do not receive a call then this absence will be recorded as unauthorised
- If your child is ill in school then a member of the office will call you and arrange for your child to be collected

Telephone contact
There are times when we need to contact parents/carers during the school day. We use the school texting service to inform parents of important dates and events. It is therefore essential that ALL CONTACT DETAILS AND MOBILE PHONE NUMBERS ARE KEPT UP TO DATE WITH THE SCHOOL OFFICE.

Many thanks as always for your support of school, and the encouragement you give for your child’s learning. If there are any issues you wish to discuss further please do not hesitate to have a chat with your teacher or make an appointment to meet with Mr Allan (Head Teacher), Miss Devlin (Assistant Headteacher Early Years), Miss Lewis (Assistant Headteacher Y4,5,6), Mr Powell (Assistant Headteacher Y1,2,3)
**Term Dates for 2019-20**

**Autumn Term 2019**
- Term starts: Monday 2 September
- Break up: Friday 25 October
- Half term: Monday 28 October – Friday 1 November
- End of term: Friday 20 December
- Teacher Training Days: Monday 2 & Tuesday 3 September; Monday 4 November

**Spring Term 2020**
- Term starts: Monday 6 January
- Break up: Friday 14 February
- Half term: Monday 17 February – Friday 21 February
- End of term: Friday 3 April
- Teacher Training Day: Monday 6 January

**Summer Term 2020**
- Term starts: Monday 20 April
- Local Elections: Thursday 7 May – school closed to pupils (to be confirmed)
- Bank Holiday: Friday 8 May
- Break up: Friday 22 May
- Half term: Monday 25 May – Friday 29 May
- End of term: Friday 17 July
- Teacher Training Day: Monday 1 June

There will be occasional days during the year when the school is closed to children. We will confirm these at least a term prior to closures.

**Breakfast Club**
Breakfast Club is for children and open between 7.45am and 8.45am, children are provided with a healthy breakfast. Currently this is sponsored by Greggs and requires no charge to children and families. Priority is given to families whose parent/carers are at work, studying or receiving family support. Children will enter the school from the main entrance only.

**Parents Evening**
Parents meet with their child’s class teacher once a term. This is an opportunity to discuss progress and attainment. The teacher can advise on how parents and carers can best support their child at home.

**Autumn Term** Thursday 10th October 1.30-6.00pm
**Spring Term** Wednesday 12 February 1.30 – 6.00pm
**Summer Term** Wednesday 8 July 1.30 – 6.00pm

A letter will be sent out two weeks prior to the parents’ evening to identify which block in the evening parents wish to attend. A second letter is sent out a week prior to the evening providing the family with a specific appointment.

**On Parents’ Evenings children have an early lunch and are collected at 1.00 pm.**