

## **Important Reminders for Parents and Carers**

It is vital for your child's learning that they arrive at school on time and are prepared with everything they need for the day. To help our school run efficiently, we would like to politely ask you to make note of these essential systems we have in place:

### **Lunchboxes**

Please help your child to remember to bring their lunch box into school at the start of the day. The office will no longer accept late lunchboxes being delivered after 10.00 am. After this time, if your child does not have their lunchbox, they will be given a school dinner and you will be asked to pay for it.

### **PE Kits**

Your child will know at the start of the year which day they will need to bring in their PE Kit. Please make sure they **always** have it in school on that day. The office staff do not have time to make phone calls home to request it being brought in. We only have a limited supply of spare clothes and pumps and we actively encourage the children to take responsibility for organising themselves. Children understand the consequence that if they repeatedly forget their kit, they will be asked to lose 15 minutes of their break or lunchtime.

### **Lateness**

Children are allowed into the playground from 8.40am and the school day begins at 8.55am. The gates are locked at 9.00 am so any latecomers will need to enter school through the main front entrance and make sure that they have their name recorded by a member of staff. Parents must also ensure that they do not just leave their child at the door, but make sure that the member of staff has taken their name before leaving.

### **Medical Appointments**

We understand that at times you will need to take your child for medical appointments during the school day. However, we need to have advance notice of this. Please notify the office a few days before the appointment so we can keep an accurate record of their absence. It is important that the office can take a copy of the appointment letter so please bring this with you.

### **School Trips**

Your child will always be given the essential information needed for any school trip they go on well in advance of the trip itself. Your child will also be reminded verbally by their class teacher about what they need and the timings of the trip in the few days beforehand.

Please help your child be prepared by reading the letters and asking your child to give you the essential information. This will save the office a huge amount of time in answering questions which we know have already been communicated.

### **HOME DINNERS - Important Changes**

As from Monday 2<sup>nd</sup> October, children who are going home for dinner will no longer be collected from the Office. Instead, please collect your child promptly from the Reception door at the front of the school. A member of staff will be present at the door and your children **MUST** be signed for on leaving and returning to school. The timings are as follows:

**KS1** Collect at **12.10 pm** Bring back to school at **1.10pm**

**KS2** Collect at **12.30 pm** Bring back at **1.30pm**

Please note that your child will not be allowed to come back to school before the times shown above. Your child's morning lessons end at 12.10 pm for KS1 and 12.30 pm for KS2 so they may take a few minutes to arrive at the door. We would also like parents to understand that if they are persistently late in collecting or bringing back their child for home dinners, we will ask you to review your lunchtime arrangements.