



BROWN CLEE C.E PRIMARY SCHOOL

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4th September 2018

Dear Parents,

Welcome Back Letter

We would like to welcome you back to school at the beginning of a new academic year and hope that you had a relaxing and enjoyable summer break. We would also like to welcome our new Reception children into Class 1 as well as Ruby (Class 3) and Owen (Class 4).

We thought it would be useful to list some helpful reminders regarding school information:-

- **Uniform:** All the children have started the year looking brilliantly smart in their school uniform – even down to wearing the correct socks or tights. Thank you for supporting our school uniform policy as we really believe that wearing the school uniform makes a difference as it helps children to feel smart and give them a sense of belonging. Don't forget that our new P.E uniform t-shirt is part of our uniform.
- **Names on uniform:** Please, please, please do ensure that your child's name is permanently (not panned – it fades) on every item of uniform or kit that comes into school. This will reduce the significant amount of lost property that we collect each term. We do now have a lost property box that is kept in the cloakroom outside Class 4, where any stray items of uniform or clothing may be found.
- **Communication:** We very much value the relationship between home and school and endeavour to be as open and approachable as possible. If you have any concerns or queries regarding your child and school please do contact your child's teacher as unless we are aware of any issues we are unable to deal with them. We also try and keep you as informed as possible with letters (please let us know your preference for paper or electronic) and we regularly update the school website (which if you subscribe to, will send you class bulletins and a weekly newsletter so that you can be fully up-to-date with what is going on in school). We also have a Facebook and Twitter page (@browncleesch) which you can follow without registering.
- **P.E Kit:** We kindly request that children bring their P.E kit into school on a Monday and leave it all week so that we have flexibility over when we do P.E. Also, the new green P.E T-shirt is now compulsory P.E uniform – please contact the school office if you still haven't got one!
- **Coats & Waterbottles:** It is really important that children bring a **waterproof** coat and a waterbottle into school each and every day.
- **Clubs:** Extra-curricular clubs start up in 2 weeks; please look out for the letter that will be sent out shortly.



- **Well Done Assemblies:** Please do come along and join us at Well Done Assemblies on Friday mornings at 9.10am in the school hall.
- **Absences due to illness:** If your child is too unwell to attend school, please contact the school office as early as possible on the first day of absence. If we haven't heard anything we will try and contact you by 11am. It would also be really helpful if you could email or send a note in with your child on their return to school, detailing the reason for their absence.
- **Routine medical appointments, such as dental check-ups:** these should be arranged for outside the school day or during school holidays. Absence for this purpose should not be requested and will not be authorised.
- **Essential medical appointments that cannot be taken outside the school day:** please inform the school office in writing of the date(s) and times your child will be absent due to the medical appointment(s).
- **Start of Day Procedures - Changes:** The infant and junior cloakroom doors will now open from 8:45am and close at 8:55am. We are opening the doors earlier, as we have restructured the morning timetable, and registration will now take place at 8:55am to allow for a prompt and calm start to the working day.
There will be a member of staff on duty on the infant playground, to supervise children as they get off the school transport and onto the playground from 8.45am. Please note the school is not responsible for any children arriving at school before 8.45am. School doors will be locked at 8.55am, after which entry is via the main reception door. **We would like to stress the importance of a punctual arrival at school for all children, as this enables all children to settle calmly and quickly for their learning; late arrivals can be quite disruptive to the start of the day. Children arriving after 8.55 am will be marked down as late in the register.**
- **End of Day Procedures:** At the end of the day, those children travelling on school transport, line up and are checked against the bus registers – **we will assume that all children registered for school transport will be going home this way. If there are any changes parents need to let the school office know.** Class 1 children need collecting from the red gates, and Class 2 children need to be collected from the infant cloakroom door. Class 3 and 4 children need to be collected from the infant playground. Can we kindly request that parents/carers actually come onto the playground to collect their children and **not** wait on the paving area near reception.
- **Parking/Driving Around School:** We are aware that the start and end of day is very busy. Can we kindly request that drivers drive with consideration for pedestrians, including young children and toddlers, and that you park considerately and do not use the staff car park or school bus lay-bys and kindly don't obstruct the through road to allow school buses free movement.
- **Secure Access Procedures:** Please find attached a reminder about the school's Secure Access procedures.

We look forwards to working with you to ensure that we can give the children the very best experience and would like to remind you, that if you have any questions or concerns at all, please do not hesitate to contact us.

Yours sincerely,

S Relph

Miss Sue Relph
Headteacher

