



Welcome to the new school year...

Happy New School Year! ever you were. newsletters are also circulated at the beginning of each new term and provide additional class specific information.

A warm welcome back to everyone and an extra welcome to pupils and parents who have just joined us. This first newsletter of the school year is intended to inform / remind you about general school procedures.

I hope you have all had a wonderful summer and enjoyed the sunshine wherever you were. A copy of this newsletter can also be accessed on the school website. Class newsletters are also circulated at the beginning of each new term and provide additional class specific information.

Our regular weekly newsletter updates will recommence on Friday.

Classes for the new school year

Just to remind you, class teachers, teaching assistants and locations are set out below for your information. The relevant class teacher is naturally the first point of contact should you wish to discuss matters regarding the education of your child(ren). Please don't hesitate to contact us if you have any worries or concerns about your child.

Oak Class	Reception Class pupils Class teachers: Mrs Wright & Mrs Blacker (Wednesdays) Teaching Assistants: Mrs Partis (am) and Mrs Bishop (pm)
Sycamore Class	Year 1 pupils Class teachers: Mrs Barratt (Mon, Tues, Wed) & Mrs Blacker (Thurs, Fri) Teaching Assistant: Mrs McCormick
Maple Class	Year 2 pupils Class Teachers: Mrs Crichard (Mon) & Needham (Tues - Fri) Teaching Assistant: Mrs Taylor
Cherry Class	Year 3 pupils Class Teacher: Mrs Johanson Teaching Assistant: Mrs Barker
Lime Class	Year 4 pupils Class Teacher: Mrs Chapman Teaching Assistant: Mrs Lowe
Elm Class	Year 5 pupils Class Teacher: Mrs Ashby Teaching Assistant: To be confirmed
Willow Class	Year 6 pupils Class teacher: Mrs Wren Teaching Assistant: Mrs Redpath

School Meeting begins NEXT week... Weekly School Meetings will resume again on Friday 16th September. Come along, share our successes and see our work between 2.45 pm and 3.15 pm. The focus of the meetings for this term will be as follows:

Key Stage 1 (Oak, Sycamore & Maple)	Key Stage 2 (Cherry, Elm, Lime & Willow)
23rd September	16th September
30th September - Harvest Festival & Welcome Service, 9.30 am	
21st October	7th October
14th October - Global Week celebration - whole school (2.30 pm)	
School Meeting dates for the whole year can be found on the school website.	

GENERAL INFORMATION & REMINDERS FOR THE NEW YEAR...

School Uniform

The children have all returned to school looking very smart - thank you. In order to make sure that any stray belongings find their way back to their rightful owners, may I remind all parents to make sure all items are named.

Jewellery should not be worn for school. Pierced ears may only have studs in and watches are brought in at the owner's risk.

Lost Property

Our Lost Property box can be found just inside the main entrance area, outside Mrs Hobbs's office.

High Visibility Jackets

For a number of years, all of our pupils have been supplied with a high visibility jacket, to ensure they are able to be clearly seen when coming and going from school and also on school visits.

The jackets are supplied on 'permanent loan' throughout the pupils' time in school and just need to be returned when the next size up is required or when pupils leave us.

In order that we can make sure everyone has a jacket and that sizes are appropriate, we'd like to see all pupils wearing their jackets on **Thursday, 15th September**, please. This will enable us to order any additional jackets as soon as possible.

School Safety and Security

The safety of our children and staff is always our first priority, and with this in mind please be advised of the following arrangements.

Door entry control measures are designed so that everyone visiting the school during school hours reports to the main reception. This enables visitors not only to be identified, but also ensures they are accounted for in the event of an emergency. Door codes are changed on a regular basis. These measures

are not designed to keep genuine visitors out of school; rather they are to ensure that security is not compromised. Whenever you visit the school please report to Mrs Hobbs in the first instance.

Collection arrangements. Parents must advise the relevant class teacher(s) of the usual collection arrangements for their children. *It is imperative that teachers are also informed of any temporary changes to these usual agreements.* Any child who is not collected at the end of school will be asked to wait outside Mrs Hobbs's office in the main school entrance area. Whilst it might seem a kind gesture to take an uncollected child home, it often causes more anxiety for the uncollected child's parents and school staff.

Leave of absence during the school day. If your child has an appointment during the school day please notify the school in advance (preferably in writing / email) and indicate who is going to collect your child. Where an unknown person arrives / telephones the school to collect a child and the school has not received parental notification, the child will not be allowed to leave the premises unless consent can be gained from the parents.

Parking Permits

Please be aware that applications (available to download from the school website) and payment for parking permits at the Woodborough Club are now due. Completed forms and payments can be sent into school via pupils or posted in the box outside the office.

Completed applications that have already been submitted are currently being processed and permits will be issued later this week / early next week.

Medication

Inhalers for Asthma - in order for us to update our list, please would parents of children new to the school let us know if your child is asthmatic and needs an inhaler during the school day. Inhalers are kept

in classrooms and should be clearly labelled and regularly checked. Thank you.

Reminder: In order to comply with Local Authority guidelines our administration of medication in school is very limited. Prescribed medication will not be given to any pupil without specific written consent of a parent and non-prescribed medicines will not be given, even with the consent of parents. Please refer to the 'Administration of Medication' letter which can be downloaded from the school website.

Allergies - a small number of pupils in school suffer extreme allergic reactions when exposed to nuts and products that contain nuts. With this in mind please remember to check that no such food items are sent into school with pupils for consumption at either break time or lunchtime.

School Meals

All pupils in Oak, Sycamore and Maple classes are entitled to have free school meals. If you wish to take advantage of this opportunity please inform Mrs Edwin in the kitchen and complete and return a menu so she is able to order sufficient food. Menus are available from the school office and can also be downloaded from the school website.

The procedure above also applies to pupils in Cherry, Elm, Lime and Willow classes and their completed menus should be returned with payment for meals required (£2.30 per meal).

Please note that all meals ordered must be paid for at the time of ordering.

Attendance

The attendance of all of our pupils is monitored on a regular basis by the Local Authority, via the Educational Welfare Officer. Please note that in accordance with DfE regulations Headteachers are no longer permitted to authorise any leave or absence from school unless the circumstances are 'exceptional' and relate to a 'one off' isolated situation.