



WEST ST LEONARDS PRIMARY ACADEMY

NEWSLETTER

Wednesday 5th September 2018

Welcome to pupils returning to West St Leonards and those who are joining us for the first time this academic year. We hope that everyone had a great summer and enjoyed the sunshine! Please take a few moments to read this newsletter to re-familiarise with the procedures we use to help our academy run smoothly.

STAFFING

We would like to welcome Mrs. Roper who will be joining our office team as our new Receptionist.

REMINDERS

Please remember that the doors open at 8:45am, this gives children plenty of time to hang up their coats and walk to their classroom, ready to learn at 8:55am. It is imperative that children are not late for classes as this can be upsetting for your child and disruptive to the others in the class. We will be doing random late sweeps throughout the year to monitor persistent lateness. Please ensure that your child knows their collection arrangements at the start of the day, calls to the office to confirm this information causes disruption to children's learning. If there is a change in arrangements please write a note for your child to give their teacher in the morning.

School Uniform Reminder: The uniform consists of grey trousers, shorts or skirts, white polo shirts, and school jumper, green and white summer dresses, white, black or grey socks and black shoes or unmarked all black trainer with black soles. The only jewellery to be worn consists of small stud earrings that must be either taped over or removed for PE. No other jewellery is permitted. No extreme hairstyles i.e. shaved patterns or coloured hair. Large bows are not permitted. All pupils should bring a waterproof coat to school every day or keep a fold up mac in their book bag. Please ensure your child has their PE kit in school at all times and that property is clearly named. Pupils and parents are responsible for ensuring that children have the correct equipment with them each day, ready for school. Phone calls home will not be made for forgotten items.

ParentPay:

We continue to use the cashless system ParentPay. Be sure to book your child's meal before midnight and pay (for those required to do so) at the time of booking. If a meal is not paid for within two hours of booking it will be cancelled by the system. The kitchen staff obtain the numbers of meals to prepare before the pupils arrive at school. If you have not booked/paid for a meal then please provide a packed lunch for your child. Pupils in receipt of free school meals or universal free school meals are still required to book their meal on the system.

Bookings for Breakfast Club and After School Club are also made through the ParentPay site. Please ensure that you pay at the time of booking to avoid debts occurring. It will not be possible for a child to attend one of these clubs if there is an outstanding debt. Queries regarding payment/vouchers/statements can be made to the Business Manager, Miss Price.

Please help us to keep our school site safe and keep children on the pavements at all times, once parents collect their child they are responsible for their wellbeing.

Parking on the school site is as follows:

Due to limited spaces in our car park only parents/carers of children in our facility are permitted to pick up and drop off in the car park. Parent who do have access should pick up and drop off promptly so that access is assured for emergency vehicles. During the day access will be given to parents if they are collecting their child if they have become ill during the school day. Parents collecting children from after school clubs are asked to park off site. If you are bringing your child to Breakfast Club you must park off site and accompany your child onto the school site. Please ensure that you are not blocking a vehicle gate when dropping off or collecting your child.

From time to time classes may use creative scenarios as part of the children's learning. This may include things such as investigative work and report writing after an incident such as a bear, dragon, polar bear or monkey having 'visited' the classroom. This is a fun way for children to think about their writing in a new way they may have not explored before.

Please be advised that the school office hours are 8:30am to 3:45pm.

Please be aware that pupils are not allowed mobile phones in school at any time.

ATTACHED FORMS

Attached to this newsletter you will find a few papers for your review:

- A collection sheet to be returned to your child's teacher indicating who has permission to collect your child. This eliminates the need for last minute calls to the office regarding collection arrangements for your child; make sure everyone who may collect your child is on this sheet.
- Parents Events for the academic year 2018.2019

PROCEDURES

Problems/Concern Procedures

If you have a problem please contact us so we can help. Your child's safety and wellbeing is important to us. If you have a concern regarding your child, please follow the protocol outlined below to ensure continuity of service.

Foundation/ Year 1 Concerns: Speak to your child's teacher first; if the issue is not resolved ask to speak with Mrs Toth EYFS/ Year 1 Team Leader.

Year 2/ 3 and 4 Concerns: Speak to your child's teacher first; if the issue is not resolved ask to speak with Miss Gorman Year 2, 3 and 4 Team Leader.

Year 5 and 6 Concerns: Speak to your child's teacher first; if the issue is not resolved ask to speak with Mr Paramor Assistant Principal/ Year 5/6 Team Leader.