



5<sup>th</sup> September 2017

Dear Parents and Carers,

Welcome back. I hope that all pupils in the school will continue to be safe, happy and successful throughout the new school year.

I would like to begin the new academic year by reminding you about some of the previously agreed policies and procedures and subsequent updates.

- The Governing Body no longer authorise holidays in school time unless the employer initiates a full works close down. Any application made on this basis will need to be supported by a letter from the employer. Alternatively, if there is a medical reason for the holiday in school time, this should be supported by a letter or certificate from the doctor. In addition, personal circumstances can also be considered by the Governing Body.
- All parents and carers must ensure that their children do not bring mobile phones into school. Many of the phones are valued in excess of £150 and the school does not have insurance for personal possessions that are brought onto the school premises. If parents and carers have a justified reason for their children bringing mobile phones into school, then they must discuss these reasons with the Head Teacher. If permission is granted, the procedures for storing the mobile phone on school premises will be discussed and agreed. If pupils bring mobile phones into school without permission, they will be stored in the school safe until a parent or carer is able to collect them.
- Please ensure that if your children have had their ears pierced, they only wear either a plain stud or a sleeper. If pupils arrive in school wearing anything other than a plain stud or a sleeper, parents or carers will be contacted and expected to come into school to remove them.
- Can all parents and carers please ensure that any nail varnish or make up is removed from their children's nails and faces before they arrive in school. If pupils arrive in school wearing nail varnish or make up, parents or carers will be contacted and expected to come into school to remove it.
- Please ensure that children are wearing appropriate shoes. We have approximately 370 pupils moving around the school site, so it is vitally important that the shoes that are worn offer protection to the top of the foot and the toes. Please do not send your child to school in open toed sandals.
- Year 1 pupils will continue to leave school at the end of the day from their respective classrooms, whilst pupils in Year 2 will continue to leave from the Millennium Garden. Year 3, 4, 5 and 6 staff will escort the pupils from the classroom to the KS2 playground, where they can be collected by parents/carers. In addition to this, the school gate at the end of the Key Stage One playground will be opened at 3.05pm to aid a controlled exit. All other arrangements will remain the same and entry at the beginning of the school day will be via the automated gate on Bradford Avenue.
- Can parents and carers of Key Stage Two pupils please remain on the Key Stage Two playground area at the beginning and end of the school day? If you need to speak to class teachers, then either talk to them on the playground at the end of the school day, or go along to the main school office to arrange an appointment. Mr Conlon and/or Mrs Sellers will usually be standing on the Key Stage 2 playground at the beginning of the school day and will pass any important information onto the relevant class teacher.



- We will continue to use the “Good to be Green” scheme which provides termly rewards for outstanding and good behaviour and an annual reward for pupils who have demonstrated outstanding behaviour throughout the academic year. In addition to this, there will continue to be a termly raffle with two bicycles as the prizes. All pupils who have remained in green all term will be entered into this raffle.
- We will be continuing to operate the reward scheme that allows pupils to collect points for good attitude, behaviour and attendance. Pupils can trade in their points for a range of prizes which are displayed in the dining hall.
- Any pupil not bringing or wearing a PE kit for PE or dance lessons will receive an automatic red card and will miss part of the weekly golden /choosing time. PE lesson times are posted on the school website and are posted on Twitter on a daily basis.
- The school will now reward those pupils who achieve 96% attendance with additional reward points. Those pupils who have not achieved 96% attendance during the half term will not receive additional reward points.
- School begins promptly each day at 8.55am. The school runs a breakfast club from 7.45am to 8.45am. It is vital that pupils are in class on time at the beginning of the school day. (Breakfast will be served until 8.30am.)
- Bicycles and scooters must be pushed when they are on the main school site.
- Dogs are not allowed on the school site.

Should you wish to discuss any of the above please do not hesitate to contact me.

Yours faithfully,

Andy Conlon  
Head Teacher