



# Priestsic Primary & Nursery School

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Mrs S Stamp

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2<sup>nd</sup> September 2024

Dear Parents/Carers,

I hope that this letter finds you and your family well and that you all had a lovely summer holiday. I would like to welcome our new Foundation Stage 2 children along with our new Foundation Stage 1 children and new children joining other year groups.

I am writing to remind you about the arrangements for the Autumn Term when we look forward to welcoming the children back to school on **Tuesday 3<sup>rd</sup> September 2024**.

### **Staffing News**

We welcome Miss Millward, our new Year 4 teacher who has joined us this term.

### **Nursery Arrangements**

**May I remind you that Nursery sessions run from 8:45am – 11:45 am. There are no afternoon Nursery sessions.**

| <b>Class</b>            | <b>Start</b>                       | <b>Collection</b>   |
|-------------------------|------------------------------------|---|
| F1 (Nursery) AM session | <b>8:45 am</b><br>Nursery entrance | <b>11:45 am</b><br>School gate and then onto<br>Nursery entrance under the<br>direction of school staff |

### **All other Year groups – F2/Year 1/Year 2/Year 3/ Year 4/ Year 5/Year 6**

The official start time for all children in school (F2 – Year 6) is **8.50 am** and the **official end time** for all children in school (F2-Year 6) is **3:20 p.m. School doors open in the morning at 8:45 am.**

### **Breakfast Club**

Breakfast Club will be available daily in the school hall from 8:00am for pupils in F2 – Year 6 at a cost of £3 per session and payment is made through the Squid Account System.

### **Start of the day**

The school doors will be open from **8:45am** where a member of staff will greet the children at their entrance. The children will come straight into their class and begin their morning learning.

Registration will be undertaken at **8:50 am** so that lessons start promptly at **8:50 am**.

### **Magic Breakfast**

Priestsic Primary and Nursery School are a Magic Breakfast School. Breakfast (a healthy range of cereals) is served in all classrooms in school, free of charge, every morning from 8:45 am to 9:00 am.

### **End of the school day**

The school day ends for all year groups at **3:20 pm**.

## Arrival and Departure

| <b>Class</b> | <b>Arrival –doors open from 8:45 am</b>   | <b>Collection – 3:20pm</b>  |
|--------------|---|---|
| F2           | F2 entrance   | F2 entrance   |
| Year 1       | School hall entrance  | School hall entrance  |
| Year 2       | Main door by the school office  | Main door by the school office  |
| Year 3       | Priestsic Road entrance   | Priestsic Road entrance   |
| Year 4       | Mr Burke's Class Priestsic Road entrance<br><br>Miss Millward's Class- Park Street entrance | Mr Burke's Class Priestsic Road entrance<br><br>Miss Millward's Class- Park Street entrance |
| Year 5       | Park Street entrance  | Park Street entrance  |
| Year 6       | Park Street entrance  | Park Street entrance  |

## Attendance

As a school we are committed to promoting excellent attendance and punctuality which we believe are important life skills for the future.

Please help your child's attendance by ensuring that they arrive for school **on time**. Any child arriving **after 8:50am** will be recorded as arriving to school late. If you do arrive late then it will be the parent/carer's responsibility to take their child/children into the school reception where your child/children will be registered in school, which may incur a late mark.

Please try to make any medical appointments for your child outside of school time where possible. Taking your child out of school early (before the end of the school day at 3:20 pm) is losing valuable learning time for your child. **Please try to avoid this.**

Whenever your child/children arrive late, they will miss important information about what they will learn that day. Missing this information can mean that they are having to catch up and sometimes struggle to settle into their learning. Wherever possible, please ensure you support your child arriving on time. Amanda Cooper, our Family Support Worker, is happy to help with ideas if you think that this might be of use to you.

You will find Amanda on the school playground at the start and end of the school day.

If you would like to make an appointment with or get in touch with Amanda, her contact details are:

School number 01623 465705 – ask for Amanda Cooper Family Support Worker

Email [acooper@priestsic.notts.sch.uk](mailto:acooper@priestsic.notts.sch.uk)

Class DOJO – Amanda Support Worker

Holidays in term time will not be authorised. We strongly advise you to avoid this where possible. Please see the attendance section in the school website for further information, including the updated Attendance and Punctuality Policy 2024-2025.

For further support and information regarding your child's punctuality and attendance, please contact our school Attendance Officer Mrs Darrington.

## Early Collections from School

Please can we ask parents/carers to NOT collect your child/children early (before 3:20 pm) from the school office unless in exceptional circumstances.

Whilst we do appreciate that you may have a good reason to do this, it puts a huge strain on our office and teaching staff to accommodate these requests as we have to release a member of staff to escort the children to be collected. As all staff are busy teaching or supporting children at this time, it does mean that learning time is interrupted.

We do understand that some parents have pre-agreed alternative collection arrangements due to exceptional circumstances which we wish to continue to support.

As you know, we are a large school and so we can easily be walking children to the office for long periods of time and this is just not manageable for us when we need to be concentrating on children's education. Please don't hesitate to come and speak with us about this if you have any questions or concerns. We thank you for your co-operation in this matter.

Please try to make any medical appointments for your child outside of school time where possible. Taking your child out of school early (before the end of the school day at 3:20 pm) is losing valuable learning time for your child. **Please try to avoid this.**

### **Family Support Worker**

Please may I remind you that Amanda Cooper is our school's Family Support Worker. Amanda's role in school is to help make home and school life a little easier. Amanda is able to support parents/carers with behaviour management and in developing morning and bedtime routines. Amanda also supports families where a child may have attendance and punctuality issues. Amanda can support parents/carers in accessing information from the community and can help signpost parents/carers to other agencies.

All support and advice is confidential in line with the school's policies and procedures.

You will find Amanda on the school playground at the start and end of the school day.

If you would like to make an appointment with or get in touch with Amanda her contact details are:

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### **School Uniform**

All children are expected to wear full school uniform. Please see the attached School Uniform Policy for further details of school uniform expectations.

Please note that jewellery represents a health and safety risk in school.

One pair of small ear studs may be worn but **no other** form of jewellery is allowed and **is not** to be worn.

### **New To You Uniform**

We stock new to you uniform in a range of sizes. Please speak to a member of staff if you are interested in this.

### **PE**

On P.E. days the children should come to school dressed for P.E. wearing their school P.E. uniform/kit. The school P.E. uniform/kit consists of a **plain white** t-shirt, **plain black** shorts, **plain black** jogging bottoms, and **plain black** hooded top/sweatshirt (**no logos or pictures on these items**) socks and trainers. Year 6 pupils only may wear their royal blue hooded jacket with school logo

As P.E. lessons will be outside as much as possible, please ensure that a coat is worn on these days as well. P.E is a statutory requirement and all pupils will be expected to participate.

Your child's class teacher will contact you through Class Dojo to tell you what day your child has P.E on.

### **Playtimes**

Free milk is available for children **under the age of five** in school and children receiving free school meals. If your child is not entitled to free milk, you can still order and pay for your child to receive milk in school which can be ordered through the Cool Milk Website. Please see the Key Information Section of the school website for information on how to register for the Free School Milk scheme with Nottinghamshire County Council.

Nursery, Foundation 2, Year 1 and Year 2 children will receive a portion of free fruit each day. Children in Years 3, 4, 5 and 6 are able to bring a **healthy snack** with them to eat during morning playtime. Crisps, sweets, chocolate fizzy drinks are **not** allowed.

### **Water**

Please ensure that your child comes to school with a bottle filled with **water** every day.

### **Nut Free School**

Please support our school's nut free approach to keep those with severe allergies safe. We are asking for your assistance in ensuring any food containing nuts is **not** sent into school – this includes spreads containing nuts. Thank you.

### **School Dinners**

May we remind all parents/carers that all infant children (F2-Y2) are entitled to a Universal free school meal every day.

If your child is in Key Stage 2 (Years 3-6) and is entitled to free school meals, then they are entitled to a free school meal every day. Please see the Key Information Section of the school website for information on how to register for Free School Meals with Nottinghamshire County Council. If you think that your child may be entitled to benefits related free school meals, please contact the Nottinghamshire County Council on 0300 500 80 80.

We have a three week rolling menu which can be viewed on the school website.

### **Safeguarding**

Our Safeguarding & Child Protection Policy is available on our website. We have a Duty of Care to report any concerns that meet the threshold to MASH who will investigate further. If you have a concern about a child and their well-being, please contact a member of staff who will share this with the Safeguarding team in school.

The Designated Safeguards Leads within school are:

Mrs Stamp – Headteacher

Mrs Hewitt – Deputy Headteacher

Mrs Small – Deputy Headteacher

Mrs Palmer – SENCo

Amanda Cooper – Family Support Worker

### **Parents, Carers and Visitors Code of Conduct Policy**

Please find attached with the newsletter a copy of this policy.

This is an agreement we expect parents, carers and visitors of Priestsic Primary and Nursery School to abide by. We believe that children, parents, carers and staff are entitled to a safe environment and that all members of the school community should treat each other with respect. All school staff have a Nottinghamshire County Council Employee Code of Conduct to adhere to and pupils have a Behaviour Policy. This one is for parents, carers and visitors. Please take time to read it.

### **Parent/Carer Emergency Contact Details**

It is essential that school have at least two contacts and current parent/carer email addresses on our records in case of an emergency. Parents/Carers also need to have access to Class Dojo. Support and guidance is available from the school office staff.

Please ensure that the school office is informed of any new contact numbers/email addresses.

### **Dogs on the school site**

May we remind you that dogs are not allowed on the school site for Health and Safety reasons. This includes puppies and small dogs being carried by their owners. In line with LA policy and procedures, the only exception would be dogs for the visually impaired or hearing impaired.

### **Dates for calendars:**

**October Half Term – Monday 21<sup>st</sup> October – Friday 1<sup>st</sup> November 2024**

**INSET DAY – Monday 4<sup>th</sup> November 2024**

**Start of Autumn Term 2 for pupils – Tuesday 5<sup>th</sup> November 2024**

**End of Autumn Term – Friday 20<sup>th</sup> December 2024**

**INSET DAY -- Monday 6<sup>th</sup> January 2025**

**Start of Spring Term for pupils – Tuesday 7<sup>th</sup> January 2025**

We are all looking forward to welcoming all of our children back to school on **Tuesday 3<sup>rd</sup> September 2024.**

Yours sincerely

S L Stamp

Headteacher