

Dear Parents

6<sup>th</sup> September 2019

The staff and I were delighted to welcome your children back to school this week, after what I hope has been a relaxing and enjoyable Summer break for you all. We hope that the academic year ahead will be a happy and successful one for your children.

### **Welcome new staff, children and families**



This week we welcomed back Mrs Kirkpatrick to Shepherd Primary School – Mrs Kirkpatrick is our new Year 5 teacher. We also welcomed Miss Rumbold, our new Year 1 Teaching Assistant.

It has been lovely to see our new Nursery and Reception children start school this week, alongside a number of children across our other year groups. I would like to warmly welcome all the new families to our school.

### **Parents' Meetings with the Class Teachers**

Thank you to all those parents who have attended our Meet the Teacher meetings this week – I hope you have found them useful and informative. Powerpoint presentations from these meetings will be posted on the school website, for those parents who were unable to attend the meetings.

### **Key Diary Dates**

Accompanying this letter is a list of key dates for this half term. In particular, please note:

- **'Roald Dahl Day' is next Friday** - teachers are busy planning a range of fun activities for the children to participate in. We would like to invite children in Years Reception to Year 6 to come to school dressed as their favourite Roald Dahl character
- **Clubs** letters for children in Years 1-6 were sent home yesterday. Please ensure all request slips are returned to the school office by 9am next Friday
- **Family Reading Morning** restarts next Friday morning – we look forward to welcoming parents and younger siblings to come into school with their children and to stay until 9.10am. For the month of September, while children settle into their new classes, we will not be allowing older siblings to go to their younger sibling's class. From October onwards, older siblings will be able to join parents in the younger sibling's class if they would like to.



### **School Day Timings**

Please note that school starts at 8.50am for Key Stage 1 and 2 children and 8.55am for Early Years children. Please ensure that your child is in the playground by this time, allowing sufficient time for your journey to school, so that a prompt start can be made. Children should not arrive at school before 8.30am. Early Years and Key Stage 1 children must always be accompanied by a parent/carer, but Key Stage 2 children may wait unaccompanied on the playground – please note that school staff will not always be present on the playground before school. If it is a rainy day, then class teachers will endeavour to open the doors at 8.40am.





**Year 5 &6 Homework** - To help prepare the children in Years 5 and 6 for secondary school and to ensure that they make the most of the opportunities provided to them via home learning, homework set for children in Years 5 and 6 is now compulsory. We very much hope that you will support your child in completing their homework each week. If your child does not complete their homework at home, they will be asked to complete it at break/lunchtime.

**100% Homework Party!** - We will be introducing a 100% Homework 'Party' this term for all children who complete 100% of their set homework during the Autumn term - please encourage your child to complete their home learning so that as many pupils as possible can join us for this exciting new event. If at any time during the year, you have any questions about your child's home learning tasks then please get in touch with their class teacher.

Thank you for your support with continuing to provide your children with exciting opportunities to continue their learning at home with you.

## **School Uniform & PE Kit**

Thank you to all those parents who have sent their children to school in the correct, full school uniform this week – the children are looking incredibly smart! If you are unsure of any part of our school uniform policy, please look on our school website for full details.

Please make sure that your child has their full PE kit (including trainers) in school every day – parents will be called and asked to bring their child's kit to school if they have forgotten it, as it is very important that all children regularly participate in PE lessons.



## **Child Drop Off and Collection Policy**

Please take a few moments to read through our Child Drop Off and Collection Policy, on our school website. If you are wanting to give permission for your child to walk home alone from school or after clubs, you will need to complete the slip and return it to the school office – new forms will need to be completed for this academic year.

## **We are a 'Nut-Free' School**

A reminder that we are a nut-free school, as we have a number of children that have serious allergies to nuts. Please make sure that your child's packed lunch does not contain any nuts or items with nuts in.



## **Sickness**

If your child is unwell, please always inform the school office by 9am. We do ask that, if a child has been physically sick or had diarrhoea, that they be kept at home for a period of 48 hours, to prevent the spreading of infections.



The school office will contact the parents of any children who have not attended school and for whom we have not been notified of their absence, soon after 9am. Therefore, please let the office staff know of any absence before 9am to save them having to make a call.

## **Water bottles**

Please ensure your child has a clearly named water bottle in school each day – water bottles must only be filled with water. Please remember that we no longer allow single use plastic bottles in school.



## **Payment for school trips**

During the course of the year your child's class teacher will be organising various class trips for the children, relating to areas of learning being covered in class. Trips are very beneficial and enjoyable occasions. These trips are dependent on voluntary contributions being paid by parents in order to fund them. (The school does not seek to make a profit from the trips.) However, I appreciate that, on certain occasions, some parents may find difficulty in paying the full amount for a trip. If this is the case, then please feel free to discuss the matter with me, in confidence, prior to the trip taking place.

## **Our Open Door Policy**

Our Leadership Team consists of the following people:

- Headteacher: Mrs Foad
- Deputy Head: Miss Whiteman
- Inclusion Manager: Mrs Freuchen
- Early Years Leader: Mrs Luts
- Key Stage 1 Leader: Mr Charter
- Lower Key Stage 2 Leader: Mrs Bryson
- Upper Key Stage 2 Leader: Mr Turton

As I hope you are aware, we very much encourage an open door policy at the school. If you have any queries or concerns during the course of the year then we encourage parents to talk to their child's class teacher in the first instance, or your child's Key Stage Leader. If your concerns still remain, then please do make an appointment to talk to me. It is usually more convenient to meet with the teachers after school, rather than just before school. I will be on the playground at the beginning of the day and I look forward to seeing many of you then.

The staff and I very much look forward to working in partnership with you this year. We hope that your child makes good academic progress, develops his/her social skills and, most importantly, enjoys their time at school.

Yours sincerely

Mrs Claire Foad  
Headteacher