



Bryn Offa Church of England Primary School

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Tel: 01691 830621

Headteacher: Mr P Thompson

Thursday 7th October 2021

Dear Parents and Guardians,

Now the children have been back in school for a couple of weeks, I thought it might be useful to write with some reminders about procedures in school which will help to ensure that the children are fully prepared each day for their school day:

Items that your child will need every day

- Water bottle (and this should contain water only please)- the drinking fountains are still out of use and we do not have cups to provide children with drinks so it is important that they have their water bottle with them.
- PE kit- please ensure your child has their full PE kit in school with them.
- Weather appropriate coat- the weather is very changeable at the moment and we do not have spare coats in school to give to children if they do not have one.

Arrival at school

- All children need to arrive through the doors into school before the bell goes at 9.00am. The green gate will be closed at 9.00am and any children arriving after this time will be given a late mark in the register. Persistent lateness and unauthorised absences are picked up by the Education Welfare Officer when she comes in to scrutinise the registers, and could result in warnings or fines being issued.

Changes to end of day arrangements

- It is essential that we are kept informed about any changes for dropping off your child in the morning and picking them up at the end of the school day. Please contact the school office by telephone (01691 830621) by 9.00am where possible if there are changes to the end of day arrangements for your child. If your child is going to be collected by someone who does not normally collect them, a person who is unknown to school or another parent, please notify us as soon as possible.
- Please do not email us regarding changes to end of day arrangements in case your email is not picked up. **Please telephone us to notify us of any changes.** If Miss Morris is unable to answer the telephone, please leave a message and she will call you back.

Illness

- If your child has sickness or diarrhea, please call on the first day to inform us and we will expect them to be back 48 hours later (unless symptoms continue) so there is no need to call on the morning of the second day.
- With other illnesses, it may not be possible to know when they will be well enough to return to school, so a call should be made or an email sent each day to school to provide us with an update.
- If there is a change to when we expect a child to be back in, either because the symptoms have continued for longer than expected, or for any other reason, you must call into school or email to let us know why the child is absent

Uniform

- Please ensure ALL clothing brought to school, including outdoor coats etc, are clearly labelled clearly with your child's name. This means that any lost property can be quickly returned to the owner.
- Lots of jumpers and cardigans are going missing at the moment. Please check at home to make sure you don't have another child's clothing and return it to school if you do.
- The windows in the classrooms are being kept open to increase ventilation so it is important that your child has enough layers to keep them warm throughout the day. They can wear their coat in class but coats can be quite bulky so it may be an idea for them to bring an extra fleece or jumper to school.

Medical appointments during school time

- We appreciate that it is not always possible to book medical appointments outside of the school day. If your child does need to attend an appointment, please let Miss Morris know in advance of the appointment. Please also provide proof of the appointment (e.g. appointment text/card, hospital letter). Failure to do this may result in the absence being marked as unauthorised.

Parking

- Parents should be parking on the top car park only and should not be using the staff car park before or after school.
- Please park considerately in the car park and the area surrounding school. Please do not park in the bus lanes or in such a way as to block access for the school buses.

Dinner money

- All school meals for children in Years 3, 4, 5 and 6 must be paid for in advance. Please ensure that your child has credit on their account to cover school dinner charges.
- Meals for children in Reception, Year 1 and Year 2 are free under the Government Universal Free School Meals Scheme.

- If a child is to have meals for the duration of the week, payment must be received before the start of that week. School dinners can be paid for on a weekly, half termly, monthly or termly basis. The price remains at £2.32 per day or £11.60 per week. Any credit at the end of the week will always be carried forward unless a refund is requested.
- We appreciate that there may be times when payment is overlooked or when an 'emergency' meal may be required on a one-off occasion. If a parent or guardian genuinely forgets to pay in advance, we will allow a maximum debt of £4.64. However, this debt must be paid immediately before any further meals are provided. You will be notified of arrears as they become due.

Information will be sent out to parents in the weekly Newsletter each Friday but it is important that you check your emails regularly for important emails throughout the week. Class information and updates will also be posted on the school website.

Yours sincerely,

Mr Thompson
Headteacher