



Bryn Offa Church of England Primary School

Rockwell Lane, Pant, Oswestry, Shropshire, SY10 9QR
admin@brynoffa.shropshire.sch.uk
Tel: 01691 830621

Headteacher: Mr P Thompson

Tuesday 5th September 2023

Dear Parents and Guardians,

With the children returning to school and with our new Reception children joining us, I thought it might be useful to write with some information and 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 in use but we do not have cups to provide children with drinks so it is important that they have their water bottle with them too please.
- PE kit - please ensure your child has their full PE kit in school with them every day.
- 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.
- Hat for sunny weather.
- Please do not send sun cream into school. This should be applied before your child comes to school.

Arrival at school and collection at the end of the day

- The green gate and rear door to the school are open to the children from 8:45am. All children need to be in school before the bell goes at 9.00am. 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.
- Please ensure if you are collecting your child from school you are on site by 3:10pm when the gates are open. Please make sure your child is collected promptly at 3:15pm each day.

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 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.

Healthy snack at break time

- Children in Reception, Year 1 and Year 2 are provided with a free healthy snack of fruit and veg at break time.
- If your child is in Year 3, 4, 5 and 6, please send a piece of fruit or veg in for them each day. We have some children in Year 3 who are currently not bringing a healthy snack into school and they are becoming very hungry throughout the morning. Unfortunately, we do not have spare fruit to give to them.
- Please note that only healthy snacks are allowed to be brought in at breaktime. Children will not be allowed any processed items or anything with any added salt, sugar or oil.

Illness

- If your child has sickness or diarrhoea, please call or email 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.

Emails regarding illness and absence should be sent to admin@brynoffa.shropshire.sch.uk

Uniform

- Please ensure ALL items of 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 each year. Please check at home to make sure you don't have another child's clothing and return it to school if you do.

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 must not use the staff car park before or after school. It is vital that no-one parks in the disabled bay unless eligible.
- 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.
- Please try and keep your child's dinner account in credit. School dinners can be paid for on a weekly, half termly, monthly or termly basis. The price of a meal is £2.65 per day or £13.25 per week. Any credit at the end of the week will always be carried forward unless a refund is requested.

Information for parents and the Half Termly Newsletter

- Information will be sent out to parents in the Newsletter at the end of each Half Term. It is important that you check your emails regularly for important updates throughout the week. Class information and updates will also be posted on the school website.

Contacting your child's Teacher

- Teachers can be contacted at the email address below:

Class1@brynoffa.shropshire.sch.uk

Class2@brynoffa.shropshire.sch.uk

Class3@brynoffa.shropshire.sch.uk

Class4@brynoffa.shropshire.sch.uk

Class5@brynoffa.shropshire.sch.uk

- Miss Morris can be contacted at admin@brynoffa.shropshire.sch.uk
- I can be contacted at head@brynoffa.shropshire.sch.uk

Yours sincerely,

Mr Thompson
Headteacher