

Friday 10th September 2021

Dear Parents/Carers

Welcome back! We hope you all have a lovely summer. It has been great to see all the children back at school.

A big welcome to our new Nursery and Reception parents and new children who have joined us.

We have a couple of important reminders for you going into the new school year:

Breakfast & Afterschool Club

- All booking and payments are done through the academy's MCAS system.
- Bookings must be made at least 24 hours advance.
- From September all pre-booked places will not be refundable. We have an expectation that all pre-booked sessions are attended.
- No bookings can be taken over the phone or on the day you want to attend. Everything must be completed through MCAS, this includes bookings and cancellations.
- There are new start and finishing times for each club:
 - Breakfast Club will now start at 8am – 8.50am £2.50 first child £1.50 siblings.
 - Last admission for Breakfast Club is 8.30am when the gates are locked.
 - Afterschool Club will now be 3.15pm- 5.45pm £7.00 first child £4.00 siblings.
 - Please remember siblings must attend together to receive the lower sibling rate.

School Dinners

- Year 3 – 6 dinners are payable £11.25 each week in advance on MCAS. If no payment is made after 3 days you must provide your child with a packed lunch until the arrears are clear.

Afterschool Collection

- An adult aged 18 or over is allowed to collect your child on your behalf, class teacher's or the school office must be informed if there is an alternative pick up.
- Messages for alternative pick ups cannot be sent on class dojo or by selecting the option for Mr Foster when telephoning the school, all messages have to come through the office.
- All telephone calls for alternative pick ups must be made to Miss Schofield in the school office before 1pm to allow messages to get to class without interrupting learning.

Attendance

- If you want to report your child absent please telephone school office from 8am and speak to Miss Schofield, absence must be reported daily. Please do not leave a message.
- If any child arrives after 9.20am they will get a U mark, 10 U marks, could result in a fixed penalty notice being issued.
- No holidays can be taken in term time.



School Contact Routines

If you have any concerns about your child please speak to the Class Teacher in the first instance when you collect your child.

If you feel the issue isn't resolved, please do not message through Class Dojo but please ring the office for an appointment speak to Key Stage Leader.

Miss Hughes for Y3-Y6 Key Stage 2, Miss Cairns for Y1-Y2 Key Stage 1 or Miss Bailey for Early Years.

If you feel you still need to discuss this further an appointment can be made with the Principal, Miss Sweeting, by contacting the school office.

If you need any further information about the online payment system please contact Miss Schofield at the school office.

Yours sincerely

A handwritten signature in cursive script that reads "asweeting".

Angela Sweeting
Principal