



**MARTON-CUM-GRAFTON**  
CE VA PRIMARY SCHOOL

4<sup>th</sup> September 2018

**Dear Parents / Carers,**

Thank you for the lovely cards, presents and kind wishes we received at the end of last term, they were much appreciated.

**Welcome back**

I would like to welcome you all back for the beginning of another school year and as a school I would like us all to extend a warm welcome to all of our new starters and all their parents and carers as they join our school family. I would also like to welcome our new staff; Miss Sophie Wilkinson who will be teaching in Class 1, Miss Dias who will be working as a teaching assistant in Class 3 and Mrs Smith who will be working in Class 1 until November as part of our teaching school alliance graduate teacher training programme.

**Start of the School Day**

Please may I remind parents that children should arrive at school in time for the doors opening at **8.30am for Years 3, 4, 5 and 6, 8.40am for Reception, Years 1 and 2 and 8.50am for Pre-school**, this is the time when the staff become responsible for the children in their classes. If your child is dropped off before this time, please be aware that they will be unsupervised in the playground.

- Parents of children in Classes 2, 3 and 4 - please say goodbye to your child outside the classroom doors in order to encourage the children's independence.
- Where possible it is better to see class teachers at the end of the school day so as not to interrupt the beginning of lessons / registration.
- Access to the Main Entrance / school office is via the outside of the building next to the Early Years playground. If any parent dropping off their child needs to come to the school office; **please do not walk through the classrooms.**
- BAFTA before and after school club children should be dropped off via the white wooden door in the Early Years playground and collected from the Early Years classroom doors.
- The school vegetable garden is out of bounds at the beginning and end of the school day.
- Please do not allow your child to climb or swing on any part of the ramp/steps

**ASPIRE • BELIEVE • ACHIEVE**

structure.

- If you do need to come into school with your child **please do not go into the cloakrooms** as adults without DBS clearance must not be by themselves with children who are not part of their immediate family
- Please ensure that younger siblings of a pre-school age are supervised by their parent or carer **at all times**.
- At the end of the school day, children will not be left unattended in the main playground however they will be taken to join BAFTA if no-one arrives to collect them. The cost for BAFTA is £5.00 per hour.

### **Holidays in term time**

Please may I remind you that due to government rules on attendance in schools I am not allowed to authorise holidays during term time. Holidays taken in term time will be classed as unauthorised and be placed on school records as such. I must therefore respectfully ask that parents do not take their children out of school for holidays during term time.

### **Parking and the 'one-way system'**

#### Parking - reminder

Please do not park or drop off on the zig zags or double yellow lines outside school or in the road itself as this is a danger to the children and causes congestion.

The concrete area which leads on to the three fields off Reas Lane is private property and is not to be used for parking at any time. Access is required at all times so that livestock in the field can be attended to.

We are very fortunate in that we have permission for parents to park in the car park of The Punch Bowl and I would encourage parents to use this facility.

#### One Way System

May I remind you of the **one-way system** which we try and operate at drop off and pick up times. Please **enter Reas Lane from the Post Office end** using Church Lane to complete the circuit.

### **Breaktime Snacks**

We encourage our children to eat healthily at while at school and children may bring in a piece of fruit or vegetable for mid-morning break. No other types of breaktime snack are allowed. Children in years Reception, 1 and 2 receive free fruit via a government funded scheme. **Please remember we are a NUT FREE school and nuts, or foodstuffs containing nuts, or traces of nuts must not be brought into school.**

### **Birthdays**

As a Healthy School we would like to reduce the amount of cakes and sweets which the children are eating in school. With this in mind, we would ask you not to send in cakes or sweets when it is your child's birthday. We will be discussing with the children how they would like their birthdays to be celebrated in school; further details to follow.

### **Calendar**

We publish a calendar detailing the main events in the school to make it easier for you to keep track of the school year and this will be emailed to you this week.

## Lunches

These must be **paid for in advance** via the Schoolcomms Gateway. The minimum payment is for one week's lunch but you can make a payment for any amount over this so you can stay in credit. Some parents prefer to pay monthly or half-termly so that they do not fall behind. If your child's meal balance falls below -£11.50 (i.e. you owe school a week's KS2 dinner money) then you will be asked to provide a packed lunch for your child until the debt is settled and you have paid in advance for a least week's worth of meals.

## Uniform

Please ensure that your child wears the correct uniform to school and that all items brought into school by children, including shoes, wellies, hats and gloves are clearly named. A copy of our uniform details is on the school website at [www.marton-cum-grafton.n-yorks.sch.uk](http://www.marton-cum-grafton.n-yorks.sch.uk). **Long hair must be fully tied back.**

## PE Kit

This must be brought in to school on a Monday morning and not be taken home until Friday after school. PE kit needs to be available to the children all week, not only on those days when they have timetabled PE and all items should, of course, be named.

## Lost Property

Please ensure **ALL** personal belongings and clothing including shoes and wellies are clearly named, preferably with nametapes. Our policy is to keep lost property in the Lost Property Box until the end of each term and then send it either to Bag2School or a local charity shop.

## Data Collection forms

Data collection forms will be issued on Friday in an envelope in your child's bookbag. This form shows the information school holds about you and your child. Please could you check that the information is correct and sign and return the form to the school office, ideally by Monday but no later than Friday 21<sup>st</sup> September so that we can ensure our information is up to date. If there are any changes please could you note these on the form. **Please also make sure that you supply school with emergency contact details for both parents and at least one other person whether a relative, friend or neighbour whom school can contact in an emergency if we cannot contact either parent.** Please make sure that any medical needs / issues are also clearly marked on the form.

Yours faithfully,

Mrs ML Thirlaway  
**Headteacher**