

NEWSLETTER - SEPT 2017

Alexandra Infants School



All Learning and Working Together!

Dear Parents / Carers,

Welcome back to a brand new academic year and a big welcome to all of our new families. We hope you all enjoyed the summer holidays.

New Opening and closing times

Nursery – 8.55am – 2.45pm (Nursery classes will finish at 12.30 on a Friday)

Foundation 2 – 9.00am - 2.55pm

KS1 – 9.00am – 3.05pm

Please ensure all children are in school on time. Any children arriving after 9 a.m. need to come into school via the office and have their names recorded in the late book. A free breakfast club runs in the Community Room from **8.30 am** each day for those children who arrive in school early and would like to join their friends for breakfast.

Uniform

Uniform is available to purchase from the school office every day after 10.30am.

We expect every child in school to be wearing the full, correct uniform. It is important that you put your child's name in each item of clothing that they wear to school to prevent them from getting lost.

P.E. Kits

Please ensure your child has a P.E kit in school, which consists of navy/black shorts, a plain white T-shirt and black indoor pumps. The P.E kit should be brought to school in a bag (not a plastic carrier bag) with the child's name clearly stated. P.E kits can also be purchased from the school office at a cost of £7.50.



Days of P.E

Nursery – Friday

Reception – Friday

Year 1 – Monday and Thursday

Year 2 – Wednesday and Friday

Attendance and Punctuality

Our school policy is that any holidays taken in term time will not be authorised and any pupil absent for more than 20 days will be taken off roll and we cannot guarantee that there will be a place available on their return.

It is very important that your child is in school every day, and on time, to ensure that they do not miss a key part of their education. If your child is ill, please remember to telephone the school as soon as possible to avoid your child getting an unauthorised absence mark.

If your child has any appointments to attend during school time, please let the office know in advance. We will also require evidence of appointments such as hospital letters, dentist or doctor's appointment cards.

Meals

School meals are ordered for the children on a termly basis, therefore any changes to meals can only be made at the beginning of each half term. If your child would like to change from a school meal to a packed lunch or vice versa, then please inform us at the beginning of each half term. Changes can only be made midterm if there are special circumstances.

Security

When arriving at the school gate and pressing the intercom, please ensure that you state the reason for coming into school. For security and safeguarding reasons we will require information before opening the gate and letting you in.

Also for safeguarding purposes, it is important that we are aware if a child is being collected by someone other than the usual person. Please call the office to inform us of the name of the person collecting and the relationship to the child.

F1 payment

From week commencing 18th November 2017, nursery children will be staying for a full day. Letters have gone out to all nursery parents asking for lunchtime preferences and also explaining the weekly costs. Please return these by Wednesday 13th September. Payment will be required by **Monday 18th September** and on every Monday morning thereafter.

Welcome meetings

Parents will be welcomed to the school and will have a chance to meet the staff and ask any questions and welcome to the school, Meetings will start from 8.45.

Monday 11th September – Year 2

Tuesday 12th September – Year 1

Thursday 14th September – F2

Coffee Mornings

We welcome all parents to attend a coffee morning that will be held at Alexandra Junior School and Alexandra Infants. You will be able to chat with the teachers and meet the staff.

Alexandra Infants School – Friday 22nd September

Alexandra Junior School – Friday 15th September

If there is anything that you wish to discuss with either Mrs Lupton, Mrs Adams or Mrs Shaw then please telephone or call in at the office. If they are not available at that time, you will be able to make an appointment. We are always happy to meet with parents if you have any concerns

Yours sincerely

Mrs Shaw
Executive Headteacher

Mrs Lupton
Head of School

