



## St Mary & St Pancras C. E. Primary School

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Headteacher **Jules Belton**, Deputy Headteacher: **Lucy Heard**

Assistant Headteacher: **Lesley Carneiro**

07.12.18

### Reminders

Dear Parents and Carers,

#### Late Collection of Children

The vast majority of children are collected on time—thank you. However, there are children who are collected late repeatedly. School finishes for the children at 3:30pm and 4:30pm for clubs. We keep a log to track the late collection of children, which we monitor. Continuous late collection could result in safeguarding concerns being raised.

#### Swimming

Learning to swim is a life skill and in the National Curriculum. If children are well enough to be in school, they are well enough to swim. It is not a child's choice whether they swim or not. If they are in school—they do!

#### Tuesday mornings

Classrooms are open to parents and carers every Tuesday morning first thing—this is for you to see your child at work, perhaps read with them and look at the classroom displays.

#### Communication

We have a soft start in the mornings—children go straight into class. Teachers are already in class to welcome them and they begin their 'Response to Marking' straight away. We sometimes have requests from parents to speak to the teacher once class has started—as they have started teaching this is not possible. The Senior Leadership Team are on the gate every morning and can pass on quick messages or deal with any more urgent queries you may have.

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Class teachers are your first point of contact to talk about your child. If you need more than a quick word at the end of the day, please go to the school office and request an appointment. The gate closes at 3:40pm sharp. This is to allow teachers to attend meetings and prepare lessons for the next day. They have a heavy workload and stay very late in school so can always find time to talk—they just need a bit of notice to plan their time.

### Breakfast Club

Thanks to the on-going support from Greggs and parent volunteers, our Breakfast Club is very popular. It opens to children at 8am and it is quite a task to feed everyone in the short space of time before school, then clear away ready for learning. Please make sure your child arrives by 8:15am **at the latest**.

### Good to be Green

Our new positive learning behaviour policy is a huge hit with the children—you will hear us all talk about 'green' behaviour and see the reward badges worn by the children. The school has a duty to ensure all children learn in a safe and nurturing environment and will deal with any issues of poor behaviour accordingly, as all schools do. Though thankfully very few, we log all instances of poor behaviour. This information helps us support children who may struggle at one time or another as well as give feedback to parents. I'm sure that all parents support teachers in their work with the children.

### Parental Communication about a child's absence.

Please phone the school office if your child is too ill to come to school and notify us of all appointments, providing proof. We have successfully improved our overall absence figures but persistent absence for some children is an issue. Our attendance policy clearly outlines the procedure for requesting leave for exceptional circumstances and what these constitute.

### Return in January 2019

The children return to school at 8:50am on Tuesday 8<sup>th</sup> of January.

Kind regards,

Ms J Belton  
Head Teacher