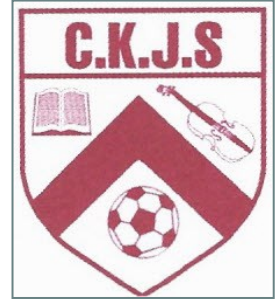


23 September 2016



CKJS—Parent Update

Please help us to keep your child safe by noting the following, many thanks for your support.

START AND END OF SCHOOL ROUTINES

- Children must not be dropped off or arrive at school before 8.30am. Whilst the gates are opened a little before this time, the children cannot be supervised before this time.
- Children must be in school ready to register at 8.45am. Some children are routinely arriving late and this disrupts their learning.
- School ends at 3.10pm. Please come and collect your children at this time and we ask kindly that all parents and children leave the school site promptly by 3.30 at the latest (unless you are staying to watch a club or wait for a child to leave their club). If your child attends an after school club, please be aware of the pick-up routine, of which you will be informed by the person running the club. All children know they are not to leave the site without the specific adult that is coming to collect them or without express permission to walk home from their parent. Children know that they go to Reception if their parent/carer does not arrive.
- Maintaining site safety after 3.30pm: only the gate leading to Glynrosa Road and the main school entrance will be kept open. The gate leading to the Beeches playing fields via Balcarras will be closed to support teachers supervising after school activities. Please ensure that anyone collecting your child from an after-school club is aware of this.
- New play equipment. We cannot allow children to use the new, large play equipment on the school field unsupervised. For this reason, we cannot allow children to climb on it at the end of the day. Thank you for your support; we know how appealing it is!
- Crossing the car-park is not allowed at any time of the day. Pedestrians should access the school via the path or around the rear of the school buildings, please. We have deliveries and visits throughout the day and your child is not safe in this area. Children should never be dropped off in the school car park.

WE ARE VERY AWARE THAT THE NEED TO MAINTAIN SAFETY CAN BE DISRUPTIVE TO SOME. HOWEVER, THE SAFETY OF OUR CHILDREN IS, AND WILL ALWAYS BE, OUR FIRST PRIORITY.

Best wishes

Mr Pajak

GENTLE REMINDERS

- Voluntary Donations/Gift Aid pink forms to be returned and all online payments to be made by **30 September**.
- Data Collection green sheets to be checked and the reverse completed and returned to school by **30 September**. Most parents have already completed these. If your address has changed you need to submit evidence of this to Reception, for example a Council Tax or Utility Bill.
- School Photo orders to be handed in to class teacher in the Tempest envelope together with payment (no cash) by **30 September**.
- Scholastic Book Club orders to be in by **30 September**.
- Year 5 PGL deposits and registration required by **30 September**.
- If a club needs to be cancelled we will endeavour to give you as much notice as possible, for example when a match is taking place. On occasions this is not possible as the weather conditions can lead to a cancellation. We will text you so that you can collect your child at 3.10, however if this is not possible then children will be looked after until the club finishing time. We always ask the children to check their usual meeting place to see if you are there and if not to return to Reception.

POLITE REQUESTS

- Please can you check your child's hair carefully and should you find any "residents" evict them so we avoid them spreading.
- All uniform and other possessions which the children bring in to school should be clearly labelled with their name and if possible their class. This ensures that if they should get misplaced we can return items to the rightful owner. We will retain any unnamed items will be kept for a week and then either sold as second hand uniform or disposed of. There will be a uniform sale in Meet and Greet every Friday at 3.10.
- Children should have two sports kits—an indoor kit in a drawstring bag (house T-shirt, shorts, pumps) and an outdoor kit (tracksuit bottoms, trainers and a warm top). Indoor kit stays at school. Outdoor kit is brought in for games lessons and goes home the same day.
- If you bring your dog with you on your school drop-off or pick-up may we remind you that they should never be brought onto the school site. Please leave them at the gate.