

Dear parents and carers,

I'd like to remind you about some of our school systems and also share information about a new staff member and a new way we will be communicating with you.

### Breakfast Club

- Breakfast Club must be **pre-booked** using the School Money app.
- You can book up until the day before.
- It is still **free**.
- We can only take **30 children** each day.
- If your child arrives after **8:15am** and we are full, they will not be able to attend.



### School Lunches

- The new lunch menu has had great feedback.
- Please remember to **book your child's lunch**.
- Some children become upset when a meal hasn't been chosen.
- Lunches must be booked **2 weeks in advance**.
- We will continue to send reminders.



### New Staff Member – Mrs Parsons

We are pleased to welcome **Mrs Parsons**, our new Behaviour and Attendance Lead.

- She works on **Tuesdays, Wednesdays and Thursdays**.
- She is an experienced HLTA and a qualified **ELSA** (Emotional Literacy Support Assistant).
- She will support children across the school, including running individual ELSA sessions.
- If your child takes part in ELSA support, you will be informed. These sessions run for **10 weeks**.



### Attendance

Mrs Parsons will also support families with **attendance**.

- Our school attendance is currently **below national expectations**.
- We must follow government guidance, including carrying out **safe and welfare checks** if we have not heard from you about an absence.
- We also have a number of children arriving late or being collected late. We may need to introduce **charges** for late collections.
- Lessons start promptly at **9am**, so lateness affects learning.
- If you are struggling with attendance or punctuality, please speak to myself, Mr Foster, or Mrs Parsons so we can help.

## New Communication System – Class Dojo

From September, we will be using **Class Dojo** as part of our behaviour and reward system.

- Teachers will be able to share reminders and messages with you.
- You can access Class Dojo on your phone or computer.
- We will trial it for whole-school and class reminders for the rest of this term.
- In September, you will be able to see your child's **reward points**.
- Attached is your child's **QR code** to set up your account.
- Please note: although Dojo has a messaging feature, **teachers will not be replying to messages** on the app.
- Make sure we have your **email address**, as this is needed to invite you to join.



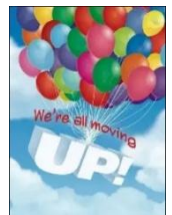
## Medical Information

- Please ensure that medical information is kept up to date by informing the school office.
- If your child has a diagnosis of asthma then an asthma care plan should be provided by an asthma nurse or GP and we should have a copy within school.



## Transition

We'll be sending out information soon to help you and your child prepare for the September transition.



If you have any questions about the information in this letter, please speak to myself or Mr Foster. If you require this letter in another language, we can arrange this for you. Please inform the school office, and we will be happy to provide a translated version.

Mrs Billingham

Deputy Headteacher