



**Hurst Park Primary School**

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**Headteacher:**

**Miss L Thorndycraft BA (HONS) MA NPQH**

**Monday 4th September 2023**

Dear Parents and Carers,

I hope you and your families have all had a lovely summer break.

As we enter September, I wanted to write to you with some further information for the start of the school year.

**We will return to school for the Autumn Term on Tuesday 5th September.**

As communicated in the Summer Term, we will be holding our 'Meet the Teacher Meetings' on the following dates. This is a chance for all parents and carers to find out more about what your child will be learning this academic year, receive information regarding residential trips, as well as ways you can support your child at home.

**Reception Meet the Teacher Meeting - Tuesday 3rd October at 5:00pm**

**Year 1 Meet the Teacher Meeting - Wednesday 20th September at 5:45pm**

**Year 2 Meet the Teacher Meeting- Monday 18th September at 5:00pm**

**Year 3 Meet the Teacher Meeting - Monday 18th September at 5:45pm**

**Year 4 Meet the Teacher Meeting - Wednesday 20th September at 5:00pm**

**Year 5 Meet the Teacher Meeting - Thursday 21st September at 5:00pm**

**Year 6 Meet the Teacher Meeting - Thursday 21st September at 5:45pm.** Please note the Year 6 Bowles meeting will follow this meeting.

**Drop Off and Collection:**

Please note on the first day teachers will meet their new class in the playground on their classroom spot.

The school gates open from 8:30am. Children enter school and their classrooms via the playground. The gates will close promptly at 8:45am. If your child arrives after this time, they will have to enter the school via the front Reception and sign in. Parents are unable to walk into school with their children in the mornings. If you have any messages or questions, you can speak to a member of the leadership team on the gate or visit Reception. If you need to speak with your child's class teacher then you will be able to do this at the end of the school day. Alternatively, you can make an appointment at Reception.

Nursery children will be dismissed at 3pm and Reception children will be dismissed from their classrooms at 3:10pm. Year 1 - Year 6 children will be dismissed from the main playground at 3:15pm.

Children must be collected on time. If there is a genuine emergency and you know you will be late, please contact the School Office as soon as possible to advise.

It is essential that your child knows on a day to day basis who will be collecting them from school, especially for younger children. Please keep your child and your child's teacher informed as to who will usually collect them from school. If your child will be collected by someone different to usual then please inform the School Office.

We are increasingly receiving requests from parents to allow older siblings to collect younger siblings from school. Although there is no legal age of responsibility in this situation, we would like to draw your attention to our expectations:

For Foundation Stage and KS1 (Nursery to Y2) children must be collected by a person who is over 18 and for KS2 (Year 3 to Year 6) children must be collected by a person who is over 16.

Children in Year 6 are allowed to walk home alone, although there may be times when we would want to discuss individual circumstances with you. Please note, we are unable to allow a child to leave the premises unaccompanied during the school day, i.e for a medical appointment. If your child is in Year 6 and you would like them to walk home alone, please update your consent via Arbor - this consent request will be on your child's profile under 'Notices'.

Thank you for helping us to keep your children safe.

### **Attendance:**

Attendance at school is essential in order for children to maximise their learning and reach their full potential, as well as experiencing the rich opportunities on offer at Hurst Park Primary Academy. Punctuality to school each morning is also vital as key learning and pre learning takes place at the start of the school day. We do not authorise holidays during term time. If your child is going to be off school due to an exceptional circumstance, then an [Exceptional Absence Form](#) needs to be completed in advance of the absence.

Please complete our [Absence Form](#) to report absences due to illness or medical appointments. For all requests for admin related enquiries e.g. change of emergency contact or home address please email [hpoffice@leoacademytrust.co.uk](mailto:hpoffice@leoacademytrust.co.uk) alternatively, you can update these details on Arbor.

### **Extended Schools:**

Breakfast Club and After School Club will begin from Tuesday 5th September. You should have already completed the google form to apply for a place and known days required at present. Breakfast Club starts from 7:30am and After School Club finishes at 6pm. Children attending After School Club will be collected from their classroom by a member of the Extended Services team. Arbor will charge your account after each registered session has taken place. Payment can be made directly onto Arbor or by childcare vouchers. If you are paying by Tax free childcare vouchers please complete this [form](#) to advise us of your reference number.

### **Uniform:**

Children are to wear full school uniform from the start of term. You can view our Uniform Policy [here](#). Your child's PE days will be communicated separately to you. Children should wear their PE kits to school on these given days. Please note there will be no PE for any children on Tuesday 5th September. On the days your child has a club before school, they are expected to bring in full school uniforms to change into and on days they have a club after school, they are to bring their PE kits to change into.

Please ensure all items are clearly named. This includes PE kits, water bottles and lunch boxes. We can then easily return any lost items.

### **Extra Curricular Clubs:**

Please click [here](#) for the list of all the clubs for Autumn term which are being ran by external providers. If you require any further information regarding these clubs, please contact the school office. We are currently working on clubs run by teachers, which we would like to offer to the students. This information will come out early in September with instructions on how to sign your children up.

### **School Meals:**

Children are encouraged to bring a healthy snack in for break times. This should be a piece of fruit or vegetable only. Please remember we are a **nut-free school**.

You are able to have a flexible pattern for which days your child wishes to have a school dinner or packed lunch. Your child will be asked during morning registration of their meal preference for the day. Please ensure you book your child's meal on your child's Arbor account, the deadline will be 07:45 am on the day you are requesting the meal. You can view the menu for the Autumn Term [here](#).

I look forward to welcoming the children back for the start of the Autumn Term and working with you all to support your child throughout the year.

Any questions, please do not hesitate to contact the School Office or speak to a member of the Leadership Team on the gate.

Kind regards,

A handwritten signature in brown ink, appearing to read 'L. Thorndycraft'.

Miss Thorndycraft