



Costock C of E Primary School
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To all Parents / Carers

We are now a few weeks into the new school year and everyone seems to have settled down well and school is a happy and productive place.

This is a good time to remind you of a few expectations/rules that we have discussed with the children and I would be grateful of your support to help reinforce these. Apologies for the length of this letter but I want to make sure everyone is clear of expectations.

School uniform & P.E. Kit

All children are expected to wear appropriate uniform for school including suitable dress for P.E. activities. Jewellery, other than watches, is **not permitted** and studs only are to be worn in pierced ears.

P.E. is an important and integral part of the school curriculum and if your child does not have their PE Kit the children will have to miss their lesson and we will be contacting yourselves if this becomes a persistent issue. We would ask that your child keeps their PE kit in school all week as the days on which they have their PE lessons may vary.

Our lost property box is already full (only unnamed items are put in lost property) and numerous parents have been asking about missing uniform – please encourage your child to take responsibility for their belongings and **all items of uniform/PE kit should be clearly named please**. Please bear in mind that names written on in pen often come out in the wash so simply painting this over with clear nail polish will help solve this issue!!

Our cloakrooms are becoming increasingly overcrowded as the size of bags children are bringing to school seems to be increasing! Please can we suggest that suitable sized bags are used for the amount of equipment required to be brought into school (often no more than a reading book and organiser).

Respecting school equipment/resources

As you are all aware, school budgets are very tight and whilst we do our best to provide equipment and resources for the pupils we expect in return that pupils look after and respect any such items. Over the course of the last year there were a number of children who asked for a replacement integrity star badge, and some pupils showed little concern if it was lost/damaged as they felt that this would simply be replaced. In an attempt to encourage pupils to have more respect and take greater care and pride, going forward any integrity star badges that have been lost will incur a 50p nominal cost for a replacement. All pupils when they reach Year 2 are presented with a personalised hymn book which is theirs to keep and use daily in collective worship. Again a nominal cost of replacement of £2.50 will be passed onto the pupil.

Attendance and Punctuality

Excellent attendance and punctuality is important if children are to benefit from everything school has to offer, and we believe that regular attendance at school is vital for the children to be successful. We expect that you will report any unplanned absence on a daily basis at the earliest opportunity, advising us why your child is going to be absent, but by 9.20am at the very latest. It is paramount that all children arrive at school on time. The playground is supervised from 8.45am (**children must not be left unattended before this time**) and school starts at 8.55am when the whistle is blown - please ensure that your child is on the playground

Every child's a star!





for 8.55am. Registration will close promptly at 9.05am and any child not in their classroom by this time will be registered as late to school. If your child fails to register or is absent and we have not received notification by 9.20am, a call will be made to you to ascertain the whereabouts and safety of your child.

Medical or Missing Education Absence

It is expected that most routine medical/dental appointments will be made out of school hours or during the holidays, however if it is necessary for your child to attend a medical appointment please complete a Medical Absence Advice form and attach a copy of the appointment details/letter. We are not able to authorise your child to miss education during term time for holidays or any other reason unless in exceptional circumstances. Again if you wish your child to miss education then please complete the Absence Request Form wherever possible 4 weeks prior to the event. Both forms are available on our website and from the school office.

Scooter and bikes

Any scooters/bikes brought to school (by pupils or siblings) are **not to be ridden on school premises** as the path alongside the school building is quite narrow and there have been occasions where these have been ridden at speed causing parents/pupils to step onto the grass to take evasive action.

Parking

We would respectfully ask that the school car park is **not used by parents** for dropping off and collecting at any time, including breakfast club and after school club, unless in exceptional circumstances that have been pre-agreed with Mrs Mellor.

Communication

We do our best to keep you up to date with things happening at school term dates etc. Much of this information can be found on our website and we also send texts or e-mails where appropriate. On occasions class teachers will send messages home with the children as they move up through school as this helps them develop some independence. **Please ensure that you advise the office of any change in contact details on a timely basis.**

Upcoming events

There is a list of key events for the remainder of this term on our website however some dates to note for the next few weeks are:

Friday 5th October – Harvest Festival and St Francis animal service on the school field (pets welcome for the service at 3.00pm)

Friday 5th October – School Photos

As always, I would like to thank you for your continued support and I look forward to another successful year here at Costock C of E Primary.

Yours sincerely
Jane Mellor
Head Teacher

