

**Long Road, Canvey Island, Essex SS8 0JG**  
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5<sup>th</sup> September 2023

Dear Parents and Carers

Welcome to the new school year – I hope you have all had a wonderful summer, despite the disappointing weather, and are looking forward to getting back into the school routine.

The summer holiday seemed to fly by and here we are back in school and raring to go! It was so good to see the children coming into school with smiles on their faces this morning, and they were so keen to get into their new classrooms. Welcome to our new Reception children and to the new little Pebbles children who joined us today – they are finding their feet already!

As we begin the school year I would like to remind you of some general organisational arrangements along with some diary dates.

### **Absence**

Each child's attendance is monitored both in school and at County level and we strongly encourage good attendance. It is your legal duty to ensure your child attends school every day but if your child is unwell and unable to come in to school, please let us know as soon as possible.

If you intend to take your child out of school for any reason, please complete a leave of absence form, available from the school office. I must remind you that no holidays will be authorised and you may incur a penalty. Please note that should you report your child as being unwell and it later transpires you were on holiday this absence will be unauthorised and a penalty may still be incurred. Should your child's attendance fall below the 95% threshold, legal action may be taken.

### **Punctuality**

At this school, we strive to promote life skills and believe that punctuality is an essential life skill for a successful future. Our morning register is taken at 8.45am; if your child arrives after this time you will need to bring them to the school office and sign the late book. Please note that teaching and learning starts at 8.45am so your child will miss crucial skills if they are not in school on time.

Please also note that the school day, for the children, ends at 3.15pm and we expect them to be collected on time. We do appreciate that there may be occasions when you might be delayed and, should this be the case, please telephone and let the School Office staff know as soon as possible. Should your child not be collected after 15 minutes, and we are unable to contact you, other emergency contacts you have listed will be called. If your child is not collected within 30 minutes of the end of the school day, Children's Social Care may be notified.

*Learning is a journey, not a destination*

## School Meals

Please remember it is your responsibility to order your child's school meals from Dolce in advance. It is very upsetting for a child if they arrive at the counter to find a meal has not been ordered for them.

Also, if your child no longer requires the meal, as they are not in school or will be having a packed lunch, please make sure you cancel it, to avoid meals being wasted and the school being charged.

## School uniform

Please ensure your child comes into school wearing the correct school uniform, as detailed on our website; please see the 'parents' tab and 'uniform'. On PE days, your child should wear their PE uniform, also detailed on our website. Please label everything with your child's name as we cannot be held responsible for any items lost.

## Autumn Term PE Days (from w/c 5<sup>th</sup> September)

- Year 2 – Tuesday and Friday
- Year 1 – Monday and Thursday
- Reception – Wednesday

**No earrings or other jewellery are permitted at any time. Should your child come into school wearing earrings, you will be called to come and remove them.**

## Book bags

Please do not send your child into school with huge rucksacks as we do not have the space to store them. Book bags should measure approximately 37cm x 30cm and contain only their school books. Book bags with the school logo can be ordered from Penn Sports although a plain navy one is fine.

## Water bottles

The children are encouraged to keep hydrated and are able to drink water throughout the day. Every child joining the school has been provided with a water bottle, as we find the children get very upset when their fancy bottles get broken when dropped out on the playground. Please remember to fill the bottle with clear water and send it in to school with your child every day. Cups and drinking water are available in every class, should your child forget to bring their bottle in to school with them. **Please note, water bottles must not be carried in book bags as they tend to leak when not kept upright.**

## Breaktime snacks

Although fresh fruit is delivered to the school each week, you can send in your own fruit or veg snack if you would prefer – please remember to cut grapes in half as they are a choking hazard.

## Diary Dates – more information will follow closer to the time of each event.

Thursday 14 <sup>th</sup> September	2.30pm Year 1 Parent induction meeting
Wednesday 20 <sup>th</sup> September	9.00am Reception Year Parent Induction
Wednesday 20 <sup>th</sup> September	2.30pm Year 2 Parent induction meeting
Saturday 30 <sup>th</sup> September	PTFA Colour Run
Thursday 12 <sup>th</sup> October	PTFA AGM

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Friday 20 <sup>th</sup> October	PTFA Halloween Disco
Tuesday 7 <sup>th</sup> November	Parent and teacher meetings 3.30pm – 5pm
Thursday 9 <sup>th</sup> November	Parent and teacher meetings 5pm – 7.30pm
Thursday 16 <sup>th</sup> November	Flu immunisations
Monday 4 <sup>th</sup> December	9am Class 5 Road Safety Workshop 2.30pm Class 6 Road Safety Workshop
Thursday 7 <sup>th</sup> December	Mayor's Christmas Concert – Year 2 choir to attend.
Friday 8 <sup>th</sup> December	Christmas Jumper Day – raising funds for Save the Children
Wednesday 13 <sup>th</sup> December	Nursery and Reception Christmas Concert
Friday 15 <sup>th</sup> December	Nursery and Reception Christmas Concert

## Communication

Positive parent partnerships are very important to us and we value the contribution you make to your child's education. I would just like to remind you that any concerns or questions you may have regarding your child should be directed to your child's class teacher. The class teachers know their children extremely well and will be able to address any issues with their professional expertise.

Class teachers are available until 3.30pm every day, should you wish to speak with them. If you do not collect your child from school, please telephone the school office to make arrangements to speak with them at a mutually convenient time.

For safeguarding purposes, it is very important you let us know who has your permission to collect your child from school, as we will only let your child go if the person collecting them is on our list.

Please make sure you check your emails, the school website and our Facebook page regularly so you do not miss important information. Should you change your contact details, remember to let the School Office know.

## And finally, ...

I look forward to working with you and your child this year and hope our positive partnership continues. Should you require any further information, please do not hesitate to contact me via the School Office.

Yours sincerely



Mrs Sandra Dorrington  
Headteacher

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