



Pennaeth / Headteacher: Miss N Downes
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Dear Parents / Carers

Hope that you all have had a lovely summer holiday; we are looking forward to welcoming the children back to school on Tuesday 3rd. Please find information below regarding the start of the new educational year.

Daily class arrangements:

Doors to the classrooms are open from 8:50a.m.

All pupils should be in their classrooms by 9:00am

Classes	Start Time	Finish Time
Year 3-6	9:00am	3:30pm
Year 1-2	9:00am	3:25pm
Reception Class / Derbyn	9:00am	3:10pm
Nursery Class / Meithrin	9:00am	12:00pm

Attendance

We try to ensure a high attendance level for each pupil as absences prevent progress. In accordance with government guidelines, all parents must give a reason for their child's absence from school. A message should be left on the school's answer machine, **before 9:00a.m.** on the **first day** of absence, regarding your child's illness. If no explanation is received then the absence will be recorded as an 'Unauthorised Absence' on the register. The Attendance and Wellbeing Officer closely monitors all pupil attendance on a regular basis and will contact you if the percentage falls below 90% - if no explanation has been given.

Parents collecting their child before the end of the school day must give a valid reason and sign the school's electronic register.

Late Arrivals

If a child arrives late to class it means that they are missing the introduction to the lesson, it also makes some children anxious. Being late by 10 minutes a day means that your child is missing 50 minutes of education a week. Persistently late arrivals will be referred to the Education and Welfare officer. If you are late arriving please report to reception and sign your child into school.

Illness

- If your child feels unwell in the morning please keep him/her at home; do not send them to school. Please leave a message on the school answer phone service stating your child's illness. **Please leave a message on the school answer machine stating why your child is absent from school.**

- If your child suffers from an illness that needs medication to be administered at school – please ask for the ‘Administer Medication’ form and return to the school as soon as possible.

Allergies

- Please inform the school if your child has any allergies.

Breakfast Club

- The Breakfast club will resume as normal on September 3rd
- All children attending must have pre-booked via the RCT website
- **Children must be escorted by an adult to the school’s reception area and registered daily for Breakfast Club.**

School Uniform

It is lovely to see all pupils looking so smart in their school uniforms at the beginning of term. Wearing a school uniform is important – it contributes to developing self-discipline as well as creating a feeling of belonging. A school uniform sets a high standard within the school and we ask for parental co-operation on this matter.

- No Crocs / sliders to be worn to school – suitable shoes or trainers
- Earrings – only studs to be worn
- No makeup, false nails or false eye-lashes
- Please **label your child’s name clearly on all clothing** (including P.E clothing, coats and bags/lunchboxes/water bottles) as this will help us to return mislaid items to their owners!

P.E. Uniform

- Pupils, on their P.E. days, should come to school wearing the school P.E. uniform of – white/red t- shirt, plain black shorts, plain grey/black tracksuit bottoms or leggings with plain/school logo red sweatshirt.
- Information regarding class PE days will be shared at the beginning of term

Travel Arrangements / Collecting Your Child from School

- Please inform the school (before 3p.m.) if there are any changes to your child’s usual end of day arrangements: if a different person is to collect your child from school, or if they are not returning home on the school bus.
- Any child travelling to school by bus must be accompanied to/met by an adult at the bus stop.

Holidays

- If you will be taking a holiday during term time please fill in the holiday application form and return to the office

Parking

- **We kindly remind you not to park in the bus stop, in front of the school gates, on the pavement, or in the staff car park.** This information should be shared with any adult bringing to / collecting your child from school.
- In order to ease parking arrangements - we kindly ask you to leave once you’ve taken / collected your child to / from the class. This is to ease traffic congestion.

Autumn Term Dates

Information about autumn term events and meetings will soon be posted on the school website.

School Term Times 2024 -2025		
Term	From	To
Autumn 2024	Monday, September 2 2024	Friday, October 25 2024
Half Term	Monday, October 28 2024	Friday, November 1 2024
Autumn 2024	Monday, November 4 2024	Friday, December 20 2024
Christmas Holidays	Monday, December 23 2024	Friday, January 3 2025
Spring 2025	Monday, January 6 2025	Friday, February 21 2025
Half Term	Monday, February 24 2025	Friday, February 28 2025
Spring 2025	Monday, March 3 2025	Friday, April 11 2025
Easter Holidays	Monday, April 14 2025	Friday, April 25 2025
Summer 2025	Monday, April 28 2025	Friday, May 23 2025
Half term	Monday, May 26 2025	Friday, May 30 2025
Summer 2025	Monday, June 2 2025	Monday, July 21 2025

Inset Days:

Mon 2 Sept 2024 and Monday 21 July 2025 will be designated INSET days for all LEA Maintained schools.

There will be a further 4 inset days allocated during the year including

Monday 21st October 2024

Diolch yn fawr for your continued support

Nia Downes