

Norfolk County Council

# Ormesby Village Junior School

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Headteacher: Ms. Lucy Bates

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Tuesday 10th September 2019

Dear Parents

Welcome back to the start of the new academic year! It is always lovely to see new and old friends settle down together across the school: everyone is beginning to get used to their new classes and routines. We are delighted that Mrs Gooch and Miss Heath have returned to work and wish them a healthy and happy year. Unfortunately, as some of you already know, Miss McMylor has not been able to return to school following an operation for a partially detached and torn retina in her left eye. We hope this is a short term absence and wish her a speedy recovery. Miss Sims has hurt her back and has not been able to come to work as a consequence. Again, we hope she gets better very soon. We look forward to working with you in partnership over the next year and this letter reminds of some of the ways you can help us to run the school efficiently.

### Money

Please ensure that you pay on time for school lunches and any music lessons that are processed through the school office. Lunch money should be sent in to school each Monday for the week ahead, in a clearly named envelope or purse, stating which days a school meal is required. Music lesson payments should be made at the start of each half term. Processing this money takes so much longer for office staff if it comes in throughout the week. The school has a duty to pursue any arrears and, if necessary, we will refer debts to the relevant local authority debt collection department. We urge you speak to the school office staff/headteacher if you experience difficulties with financial payments. We will always speak to you with courtesy and understanding and try to resolve issues at an early stage. Thank you for your co-operation with this matter.

### Email addresses

The school will continue to send the majority of communications by email so please ensure we have your current email addresses as soon as possible. We shall also continue using the texting service so please ensure we have your current mobile numbers if you wish to receive these alerts. If you wish to receive paper copies of letters/do not wish to receive texts, please inform the school office as soon as possible. Many thanks!

### Safety/school arrival/collection

Please remember that you should not drive in to the school car park unless you have applied for a permit. This request is to keep everyone as safe as possible. There is no room to turn/reverse a vehicle safely and the car park is completely full with staff cars. Please remember not to park on dropped kerbs/yellow zig-zag lines outside the school and to drive very slowly near the two school sites. We receive regular complaints about dangerous driving and illegal parking and we really appreciate your support in this matter. The police always advise that license numbers be reported to them for further investigation where appropriate.

Classroom doors open at 8.50am and this is when staff supervision begins, just like the infant school. There is no supervision in the playground before this time but many children arrive before the doors open and play happily outside until it is time to go into class. On no account should children arrive at school before 8.30am, but after this time, at your discretion, they may arrive and wait/play until 8.50am. Adults are in school and, of course, if they have an accident they know they can come in and someone will take care of them. We expect children who arrive to stay in the playground and follow the school playground rules as they would during the rest of the day. If the weather is wet teachers are happy for children to come into the school after 8.30am. We appreciate that some of you have children at both the infant and junior schools and that you may not wish to leave your child before 8.50am at the junior school. Please

make us aware and we will understand that children may be a few minutes late at either school if you want to drop them off in person.

### P.E.

Children should have a full P.E. kit in school every day. We understand that, once in a while, they might forget to bring it, but some children repeatedly do not have a kit in school. They cannot take part safely in sports activities without correct footwear and, for hygiene reasons, should be able to change their clothes before taking part in P.E. lessons. A full kit is as follows:- shorts/skorts/skirt/T-shirt/tracksuit or jogging bottoms for cold weather AND trainers. Many thanks for your support in this matter. Please let us know if you have difficulty in supplying a P.E. kit – we want to help if we can.

### Attendance

You will receive a separate email/letter reminding you of the importance of regular school attendance and the criteria for receiving warning letters/fixed penalty notices. The school is required to follow the LA guidance/procedures which will be detailed in this email. The school's overall attendance was again below the national average for primary schools for the year 2018-19. We continue to request that you do not take holidays in term time – these account for the majority of the school's unauthorised absence. Holidays can only be authorised if the reasons for taking them are exceptional. We continue to be concerned at the number of pupils who are late to school nearly every day and request that you make every effort to get them here on time – or at least let us know why arriving on time is a problem for you; we want to help you if we can.

### Passports for Learning

We continue to use this system to thank and reward the children for making good behaviour choices during the school day. The aim of the system is to thank children who consistently follow the school codes of conduct and make good choices – and to motivate those who find making good choices more challenging. This behaviour system is explained on the school website and we constantly remind children about what good behaviour looks like. We give them every opportunity to change poor behaviour choices and each day is a 'new' day for every child.

### Diary dates so far

23.9.19 – Y5/6 visit to Kentwell Hall  
7.10.19 -11.10.19 – Science week – details to follow  
8.10.19 – Science show/workshops  
9.10.19 – Individual photographs  
10.10.19 – Parents' Evening – 3.45-6.30 – details to follow  
15.10.19 – Parents' Evening – details to follow  
15.10.19 – whole school flu immunization – details to follow  
18.10.19 – school closes for half term  
28.10.19 – school reopens  
9.12.19 – Y3/4 Christmas performance – 2.00pm – details to follow  
10.12.19 – Y3/4 Christmas performance – 2.00pm/6.00pm  
12.12.19 – Christmas parties – details to follow  
13.12.19 – Christmas parties – details to follow  
18.12.19 – Christmas lunch – details to follow  
18.12.19 - School closes for Christmas  
6.12.19 – School reopens for spring Term 2020

Yours sincerely

Lucy Bates  
Headteacher

