

Norfolk County Council

Ormesby Village Junior School

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Headteacher: Ms. Lucy Bates

Friday September 8th 2017

Dear Parents

A very warm welcome to you and your children at the start of the new school year! We hope you all enjoyed a wonderful summer break and we look forward to working with you over the coming months as we support your children to make the best possible progress whilst enjoying their days at school. There will be a number of opportunities for you to come into the school over the coming term and all known dates and timings are listed at the end of this letter.

School office

Mrs Tibbenham retired at the end of the summer term and we are delighted to welcome Mrs Brackenbury into the office. She, like Mrs Sillitoe, also works at the infant school office, and it will take a little while for these ladies to re-assign roles and become familiar with the school's existing procedures and systems. Therefore we ask for your assistance and patience while they do this. **Please help them by sending in lunch money each Monday for the week, in a clearly named envelope, stating which days they require a school lunch.** Processing this money takes much longer if it is sent in all through the week and when it does not come in an envelope. Many thanks for your support.

Email addresses

We plan to send future newsletters and other school correspondence by email as soon as possible. If you have not already given the school your email address please do so as soon as possible. **Once the addresses have been added to the school's texting service system letters will only be sent by email and will continue to be published on the school's website.** If you have no access to email/internet you may request a paper copy of school letters from the office. We hope to be able to start email correspondence by the end of September, but sadly, Mrs Morgan, who worked in the office in the afternoons, is still absent from school due to ill-health, so it may take a little longer to set up the system while we are short-staffed. I am sure you join with us in wishing her a speedy recovery. In the meantime letters will be sent home in paper form and put on the website. Over the next week please look out for the annual letter regarding attendance/criteria for fixed penalty notices and information about the new 'Passport for Learning' behaviour/reward system we are introducing in the school.

Safety/school arrival/collection

Please remember that we have repeatedly asked parents/carers not to drive into the school car park to drop off/pick up children from school. This request is to keep everyone safe! There is no room to turn a vehicle around safely as the playground is roped off to keep children safe. If you have a disability which means you cannot park outside the school gates and walk into the playground to drop off/meet your child, you may request a parking permit from the school office. Many thanks for taking notice of this request.

Classroom doors, like the infant school, open at 8.50am and this is when staff supervision begins. There is no supervision outside in the playgrounds before this time but many children arrive before the doors open and wait 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 until the doors open.** We trust that, if you allow this, children remain in the school grounds if/when you leave them and they wait sensibly, calmly and safely. Adults are in school and, of course, if a child has an accident, they know they can come in and they will be looked after. If the weather is wet teachers are happy for children to come into the school **after 8.30am.** We appreciate that classroom doors open at the same time at the infant/junior schools and that this may cause a problem if you are not willing 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 wish to drop them off personally at each school.

We only allow children to be collected from school by adults named on collection forms or to walk to the school gate/walk home with written permission. Please ensure these communications are up to date and always inform the school if a different person is to collect your child from school. Many thanks for helping us to keep your children safe.

Diary dates

06.10.17 – pm – Y5/6 parents invited to look at children's work – details to follow

09.10.17 – pm – Y3/4 parents invited to look at children's work – details to follow

11.10.17 – am – individual pupil photographs

12.10.17 – 3.45-6.30 – Parents' Evening – details to follow

17.10.17 – 3.45-6.30 – Parents' Evening – details to follow

19.10.17 – School closes for half term

30.10.17 – School reopens

12.12.17 – Y3/4 Christmas performance – 2.00pm/6.00pm – details to follow

13.12.17 – Y3/4 Christmas performance – 6.00pm

14.12.17 – pm – Y5/6 Christmas party

15.12.17 – pm – Y3/4 Christmas party

19.12.17 – School Christmas lunch

19.12.17 – School closes for Christmas

04.01.18 – School reopens for Spring term

Yours sincerely

L.J.Bates

Lucy Bates

Headteacher