

Dear parents,

Welcome back to a new term and we look forward to working together again. I am sure the children enjoyed their break from school.

Please send in all reading books and homework diaries on Monday.

Communication

As always our first communication of the year goes out in hard copy to all families but from then on parents can opt for e-mail versions as well as visiting the school website for updates. We now use text messaging for reminders and messages so **it is very important to keep the office informed of all current home contact details and to inform us immediately of any changes.** Notices will also be displayed in our new notice board by the entry porch.

Staff

We welcome Miss Caldwell, Miss Davies and Mr. Steen who have joined our excellent staff team.

Please see our reminder of important procedures and diary dates for the next year.

Full policies and procedures can be found on the school website.

School opening times

The morning session starts at 8.55 am. Only pupils attending breakfast club are permitted on site from 8.10 am and they should go straight to the canteen.

All other children may enter the school building from 8.45 and will go to their classrooms to their teachers. Learning support staff will be available at the entrances to take any messages.

Parents are asked to see teachers at the end of the day if they need to discuss their child.

School doors are closed at 8.55 and gates at 9.00 am. Any children arriving after this time will need to report to the school office to sign the late book.

Pupils who miss registration are given a late mark, pupils who arrive more than 30 minutes late are recorded as an unauthorised absence.

Punctuality and attendance is monitored by the school and by our educational welfare officer. **If a child is ill, school must be notified on the first morning of the absence.**

School finishes at 3.20 pm for afternoon nursery and reception, 3.25 pm for year 1 and year 2 and 3.30pm for all other year groups, the red security gates are opened at 3.15 p.m.

Reception pupils will be collected from their classrooms.

Year 1 will be dismissed from the Reception play area.

Year 2 and all junior pupils will be dismissed from the side doors of the main building that open on to the top end of the playground.

Please stand well back from the exits so that staff and children can see you.

Please leave promptly when you have collected your children.

If you are waiting for children from other classes please move away to their collection points.

Uniform

Please dress your children in uniform every day and ensure all clothing is labelled clearly. Please ensure that the children have a change of clothing for PE lessons as well as suitable outdoor

footwear and waterproof coats for outdoor play with them at all times. Also please label lunch boxes and school bags.

No jewellery other than watches is allowed to be worn to school. This is for health and safety reasons. Thank you for supporting the school's uniform policy.

Dinner money

School dinners cost £1.90 per day so please send in £9.50 for the week ahead each Monday. Please make cheques payable to the Vale of Glamorgan County Council .If you are entitled to Free School Meals please see Mrs. Moreton. Please note that a Pork Dinner will be served on the 29th of September and a fish meal on the 30th, this differs from the planned menu.

You can now pay for school meals and music tuition securely by credit or debit card using www.valeofglamorgan.gov.uk/payit or by calling 01446 700 111 (Monday – Friday, 8am – 6pm).

Breakfast Club

Children who have already been registered need not apply again. Breakfast club forms are available from the office or bookcase in the main foyer or from Breakfast club staff.

Simply complete the form and return to the school office or breakfast club staff.

Pupils should be dropped off at the canteen between 8.10 am and 8.35 am.

Volunteers

We are always glad to welcome anyone who would be able to give some of their time to help our children whether it is on a regular or occasional basis.

We particularly need adult support to listen to readers every morning between 9.00 and 9.20. If you can spare just one morning a week that would really help us.

There are a number of other areas where adult help would be appreciated e.g. maths games, play partners for the younger children, art and crafts, cookery, gardening and sports. If you can help please pop in to see Mrs. Jones or Mrs. Hall on Wednesday September 14th between 10.30 and 3.30 or talk to your child's class teacher or teaching assistant.

All volunteers require CRB checks, which can be organised by Mrs. Moreton in the school office: there is no cost for this. You will be given adult helper booklets for advice and guidance and training can be arranged on request.

Playground Furniture and equipment

We are asking pupils to show respect for their school environment.

Please do not allow your child to climb on the seats or fences.

Children are not allowed on the Trim Trail or Climbing wall before or after school sessions.

Parent Governor Elections

Mrs. Kara Richards' term of office comes to an end next month, she is happy to continue but an election will be held if anyone else wishes to stand against her. Nomination forms will be distributed next week.

T Taylor
Head Teacher