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3rd September 2021

Dear Parents,

Welcome back to the new school year and an especially warm welcome to our new Reception pupils. I know you will make sure our new parents and children are given a Longney welcome and made to feel part of our community.

Thank you for your patience regarding the start of term, unfortunately there was nothing we could do to work around this situation this week but we are all looking forward to seeing the children on Monday morning. Due to the building works, there will be some necessary changes to routines and these are detailed below. Updated guidance for school operation regarding Covid 19 will follow separately.

DROP OFF AND PICK UP

Parents of Reception children will be informed separately of arrangements for their children.

Due to the building works, there will be **no parking** for parents in the car park. To manage these times, we are going to have a 'drive through' drop off and pick up system. Please drive through the car park and stop behind the portacabins by the top gate to the playground/car exit point. Members of staff will be at the gate and in the car park to greet your child and make sure they enter school safely. The children will then go through the playground to their classroom. **Please do not block the road by parking around the school area.**

For families who walk to school, the gate onto the road will be open for access at both times of the day.

To help alleviate congestion, children can be dropped off between 8.30am and 8.50am and will go straight to class. Registration will take place between 8.50am and 9.00am. Pupils arriving after 9.00am will be recorded as late. If your child is late after 9.10 am when registers have been closed, a mark of unauthorised lateness will be recorded. Registers are scrutinised by the local authority and persistent lateness will be addressed. **Please do not drop your child off prior to 8.30am unless they are booked into Breakfast Club.**

At the end of the day pupils will be brought to the top gate in three groups:

Group 1: 2:55 pm pupils on the minibus

Group 2: 3.00 – 3.10 pm - pupils with surname beginning A – K

Group 3: 3.10 – 3.20 pm - pupils with surname beginning L – Z

Please pick your child up at the allocated time. We are no longer able to put children into afterschool club if you are late. Should this situation occur, you will be charged for the full session with Just Camps.

I appreciate that this will mean it is more difficult to pass messages on at the start and end of the day. Please use email, Dojo or ring the office wherever possible for this purpose. If you need to speak to a member of staff, please arrange an appointment time for after school.

Yours sincerely

Penny Howard
Headteacher





Further information:

LIVING VALUES

This term our focus values are Respect and Thankfulness. Please find the Home -School Value sheet for Respect with ideas for you to explore with your child/children at home.

HEALTHY EATING - REMINDER

At Longney we encourage pupils to think about eating healthily.

Break times – If you want your child to have a snack please send fresh fruit, fruit, vegetables, cheese or crackers. A reminder that children should only have access to water during the school day not squash. Please do not send loose nuts as they may choke on these in the playground. Sweets, chocolate and biscuits are not suitable for a mid-morning snack.

Lunch - All pupils in Reception – Year 2 are entitled to a free hot school lunch. Pupils in Year 3 – 6 will need a packed lunch until the building work is finished unless they are entitled to free school meals.

If your child with a packed lunch from home, please try to include a variety of food groups for your child.

We do notice a deterioration in behaviour in those children who have a lot of chocolate, cake and biscuits in their lunch box and not a lot else.

Water bottles - Pupils are encouraged to drink water during the day to keep them hydrated. All pupils should come to school with a labelled sports bottle, school water bottles on available to buy on ParentPay for £2 each. **Only water is permitted during lesson time.**

MEDICAL/DENTAL APPOINTMENTS IN SCHOOL TIME

If you need to collect your child during the school day for an appointment, please come to the gate at the top of the playground and one of the staff will sign your child out. Please make sure you child is signed back in on return. This enables us to know exactly who is in school at any one time in case of an emergency e.g. fire.

ABSENCE FROM SCHOOL

As you are aware, we work hard to ensure that all our pupils attend school and we are very grateful for your support in this area. The research demonstrates there is a direct correlation for children between attendance and achievement. We have always been very proud of our attendance.

If your child is unavoidably away from school due to illness, please phone Heidi in the office before 9.30am. If you know you will be late to pick up at 3pm due to traffic or some other problem, please also ring and let us know. If you need to request time out of school for your child, you must inform us in writing.

I am not able to authorise absence from school unless there are exceptional circumstances. If you do need to request time out of school for your child, please complete the absence form available from the office or on our website. Your request must be submitted two weeks prior to your child's absence.



MEDICINES

Medicines should be taken to the office in a labelled container which clearly states the child's name and dosage required and an authorisation form must be signed. If your child has a medicine that they self-administer, such as an inhaler, please send a note to school authorising the use and setting out clear dosage levels. We do not hold Calpol in school for general use. If your child has asthma, please complete and return the relevant form. If your child has any other medical needs, please speak to Ms Howard so the appropriate care plan can be put in place or updated.

SCHOOL UNIFORM

Pupils at Longney look very smart in their uniform and this is part of the high expectations of the school. The dress code is a purple sweatshirt or cardigan, white polo shirt or white shirt or blouse, grey or black trousers, shorts, skirts or pinafore dress, purple gingham summer dress and black shoes. Trainers are not considered suitable footwear for the whole school day.

Watches and one set of plain studs or sleepers are the only jewellery that may be worn and long hair should be tied back. Both of these are for health and safety reasons. Nail varnish is not acceptable in school.

P.E. KIT

This year children should come to school in their PE kit ready for PE on Thursday and another day if this has been requested by the class teacher. PE will take place outdoors wherever possible so Years 3 to 6 will need their football boots and trainers as well so that they can take part in PE on the Maze throughout the year. All classes will need trainers, please to not send plimsolls/daps for PE as they get very wet.

P.E. kit is: purple t-shirt and black shorts/skorts, school tracksuit or black jogging bottoms/dark sweatshirt bottoms for cooler weather. An older style white school P.E. t-shirt is acceptable. Shin pads and football socks will be needed for football club.

WELLINGTON BOOTS

We allow the children to play on the Maze and in the Adventure play area at lunchtimes unless it has been very wet as long as they have their wellington boots in school. Please ensure a named pair of wellingtons are on the class wellie rack every day.

FOREST SCHOOL

When your child's class attends their Forest School session (approximately once every four weeks), they may come to school in the clothes they are going to wear for the session. Please ensure your child is dressed appropriately as these sessions take place in nearly all weathers and the children will be outside for the whole morning. Two pairs of socks are good with wellington boots along with a spare pair in case they get wet. Jeans are not recommended as they take a long time to dry if they get wet, leggings are not suitable. Please make sure your child brings a coat on these days. Please do not send your child to Forest School in shorts. This is because there are stinging nettles and brambles around some areas.

Please ensure all uniform/clothing is named.

AFTER SCHOOL CLUB

After School club is now run by Just Camps and bookings are made directly with them.

Breakfast club continues to be run within school and Mrs Tranter will be leading this. Please contact the office for more information.

COMMUNICATION

There are various ways we communicate with our wider community.

Class Dojo will be used for reminders and general information from class teachers or headteacher about events and achievements. Parents can message the class teacher directly via Dojo. Teachers will only receive messages during working hours.

Newsletters will be sent every two/three weeks via email.

Texts are used where there is a need to share information immediately or urgently such as cancelled match, club etc. This is a 'noreply' service.



If parents need to contact the headteacher or class teacher, please use email via admin@longney.gloucs.sch.uk and Heidi will ensure the email is forwarded to the appropriate member of staff.

An overview of your child's curriculum, homework and photos of events will be posted class pages on the school website. www.longney.gloucs.sch.uk

CLUBS

Due to limited space this year, the only clubs that will be running in the first instance are netball and football for Year 5 and 6. This will change later in the year. The afterschool club will be offering a range of different activities on different days.

