

Ottershaw Christ Church C of E Infant and Junior Schools

Academies in The Good Shepherd Trust

Headteacher - Mrs J Hastings

www.ottershawcofeschools.surrey.sch.uk



Motivated to learn, empowered to achieve

3rd May 2024

Dear Parents/Carers,

Ottershaw Christ Church C of E Infant & Junior Schools Sports Day

I am writing to invite you to our annual Sports Day, which will be held on Friday 24th May 2024. We are continuing with the same structure we have used successfully for several years now, with the Junior event taking place in the morning and the Infant event in the afternoon.

Please can all pupils attend school for the whole day in their summer PE kit - shorts, t-shirt and trainers. Junior children are asked to wear a coloured t-shirt to reflect the colour of their house (if you have one available, otherwise their normal white T-shirt is fine). The house colours are as follows:

Hannah Russell	Yellow
Max Whitlock	Red
Laura Kenny	Blue
Tom Daley	Green

Children in the Infant school have been allocated house colours as above by their class teachers, but are asked to come in their usual white t-shirt and we will give them a colour sticker to wear.

Hopefully the weather will be kind to us, so please ensure your child is wearing sun cream, has a sun hat and also has a water bottle. In the event of inclement weather, a text cancelling the event will be issued as soon as possible and the event re-scheduled (our reserve day is as published at the start of the year – Friday 7th June).

As you can imagine, hosting an event with so many visitors can be a logistical nightmare, so I apologise for the long letter full of instructions, but we want everyone to know which entrance to use and what to expect on the day so that we can all enjoy the day safely (and we have an accurate record of who is on site throughout the day). Please do read this carefully and keep it to hand so you can check if necessary!

Junior School Event

Please can the children come to the school at the usual time where they will be registered and then taken to the 'first station' on the playing field for a 9.15am start. We warmly invite parents to join us to support your children. Can we please ask all parents and visitors to sign in against their child's name and enter the school via the Junior school side gate and make their way round the building to the field. The morning's activities will consist of various 'stations' which the children will move round, culminating in a house relay event.

Please note, the side gate will be locked from 9.15am until the end of the school day and any adult wishing to leave or enter the site from this time will only be able to do so via the Junior School office. From 9.15am the signing in sheets will be in the Junior Hall for any parents who arrive late.

Junior parents will need to sign out in the Junior Hall and exit the building via the Junior office at the end of lunch (unless you are staying for the infant event).

All Junior children are expected to stay in school for the afternoon session and will be dismissed at the end of the day at the usual time of 3.10pm.

Lunch Arrangements: Ordering Food

We anticipate that the Junior school sports activities will finish by 11.50am and after this, the Infant and Junior school children will be able to join their families on the playing field to have a picnic lunch. Parents are welcome to bring picnic rugs, food and drinks and join in the fun!

Junior School - Children who currently have a school dinner will have the option to order a school packed lunch (as the only option). Because we now only offer pre-ordered meals, please make sure you have paid and ordered this in advance via SCOPAY by Wednesday 15th May.



Infant School – Children who currently have a school dinner will be provided with a school packed lunch. If you don't require this please let the school office know by Wednesday 15th May.

Lunch Arrangements: Collecting children for the picnic

For all parents, please enjoy your time on the field, but please do not allow children to play with the PE equipment, as we will have left it out ready for the Infant events in the afternoon!

Obviously, we expect that if you are eating lunch with your children, you will supervise them, but we do need to know who is with their parent and who is not. Therefore, at the end of the Junior sporting events, we will take the children back to class and give them time to go to the toilet and wash their hands. We will then ask parents to collect children from classrooms. If you have children in both schools, please collect your Infant child first and then return through the field gate to collect your Junior child. **Infant children can be collected from their classrooms at 11.55am, and Juniors at 12.00.** Any children who do not have a parent attending the picnic will be supervised as normal by our lunchtime staff. We will signal the end of lunch break with a ringing of the bell in the usual way. All children will be expected to line up and return to class for registration. Junior children are expected to remain in class for their afternoon lessons.

Infant School Event

The Year 6 pupils will be assisting staff to run the Infant School Sports Day, which will start on the playing field after afternoon registration, at approximately 1.15pm. Parents are once again invited to come along & support your child. If you attended the Junior Events in the morning, you will already have signed in to say you are on site, so will be able to collect your Infant child via the internal gate between the Infant and Junior Schools.

If you have not attended the Junior event in the morning but are joining us for the picnic, please sign in and enter the Infant school through the normal Infant playground gate, your child can be collected from their classroom at 11.55am. The Infant School entrance gate will be locked at 12.10pm and will not open again until the end of the school day.

If any parent arrives after 12.10pm, access will only be available (for arrival or departure) via the Junior School office. You will be required to sign in at the Junior School hall, next to your child's name.

It is anticipated the activities will finish at 2.50pm. We will then take all the children back to class to collect belongings and dismiss them in the usual way from the Infant School at 3.00pm.

Nursery Event

Nursery children will also be holding their own sports events from 11.00am. This will be for both the morning and afternoon children. Please can parents sign in and enter the field via the Junior School office.

Children who attend Nursery all day – children should arrive as normal at 9.00am then parents are welcome to join us to watch the races from 11.00am. Events will finish in time for the family picnic at 12.00pm. Children whose parents are unable to stay for the picnic will be looked after as normal by the Nursery team. The afternoon session will then run from 1.00 -3.00pm.

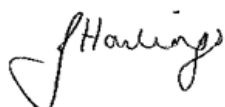
Children who attend Nursery for the morning session only - as above, but children will be dismissed from the Nursery at 12.00pm for the family picnic or to go home.

Children who attend Nursery in the afternoon only – please bring children to the nursery at 10.45am through the normal gate in preparation for a 11.00am start. Parents who wish to stay will then need to walk round to the Junior School to sign in before meeting the children on the field. The rest of the day will follow as for the children attending all day.

Finally, can we remind all visitors that smoking and vaping are not permitted anywhere in the school grounds as well as no alcohol. Adult toilets for both events are located next to the Junior School office.

If you have any questions, please do not hesitate to contact the school offices. We look forward to seeing you, at what we are sure will be a fantastic event!

Yours sincerely



Mrs J Hastings
Headteacher