



Dear Parents/Carers,

We are writing to you to inform you of a few changes that will come into effect from September 2023.

- Marvellous Me introduction at the Infants
  - Marvellous Me is an App that enables teachers to share news with parents about their child's activities and achievements in school. This is already in use at the Juniors and we will be rolling this out to the Infant pupils.
- Stationery – Junior School Pupils
  - Children in Junior School will need the following stationery items:
    - 2 lead pencils (HB) – preferably Staedtler or similar quality
    - 1 black Berol handwriting pen
    - 1 pencil sharpener
    - 1 small rubber
    - 1 large 30cm Perspex ruler
    - 1 packet good quality colouring pencils
    - 1 glue stick
    - 1 white board pen
    - 1 pencil case to contain the above equipment
- New school hours
  - As communicated in the school newsletter on the 28<sup>th</sup> April, the school hours will change from September 2023, as detailed in the table below:

<b>Gates Open at both schools from 08:30am (no change)</b>	
<b>Nursery</b>	9.00am – 12.00pm or 12.00pm – 3.00pm (for children who qualify for a 15 hour funded place) or 9.00am – 3.00pm (for children who qualify for a 30 hour funded place)
<b>Reception Year 1 Year 2</b>	<b>8.45am – 3.15pm</b> <b>(children arriving after this time will be late for school).</b> <b>Gates will open for parents to come on to site at 3.05pm</b>
<b>Junior School Children</b>	<b>8.40am – 3.10pm</b> <b>(Children arriving after this time will be late for school).</b> <b>Gates will open for parents to come on to site at 3.00pm</b>

- Prescribed medication only
  - From September 2023 both schools will only administer prescribed medication to children during the school day. You will need to complete a Pupil Medication Request Form, and submit to the relevant school office when handing in the medication. All medicines must be in their original packaging, with the pharmacy label attached identifying dosage and the name of the child it is prescribed for. No exceptions will be considered.

- Donations
  - We would be very grateful for any donations of boxes of tissues and Pritt glue-sticks. These can be left at either school office. As you will appreciate we get through huge quantities of both, particularly during the winter months.
  
- SCOPAY
  - Both school offices are cash-less and SCOPAY is our online parent payment system to pay for school lunches, trips, donations etc. Infant School lunches are universally free. At the Junior School the current cost of a school lunch is £2.70 per day. In order to ensure your child receives a school lunch, meals need to be paid for in advance.
  - Parents of Year 6 pupils will have their SCOPAY accounts closed once they have left us, therefore any outstanding payments should be cleared on their last day.
  - Year 2 pupils will have their Infant SCOPAY account closed at the end of term. New Junior account details will be issued in September.

Should you have any concerns or queries regarding the above, please do speak with the relevant school office.

Kind regards

The Admin Team