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Head Teacher: Mrs K Barkley



## VIEWLEY HILL ACADEMY: PREPARING FOR SEPTEMBER

We are very much looking forward to next academic year, and all the opportunities it will bring.

In line with government guidance, we are currently planning for school to be fully open without restrictions in place. Should this position change, we will revise the operational arrangements as needed. This newsletter is designed to give you the information you need for September. It will be re-sent to you towards the end of the summer holiday as a reminder, but we wanted to share it with you now in case any clarification is needed.

As always, please do not hesitate to ask a member of the team should you have any questions.

Best Wishes,

Mrs Barkley

Headteacher

### MEET THE TEAM

Mrs K Barkley: Headteacher

Mrs S Gardiner: Deputy Headteacher

Mrs C Scaife : Assistant Headteacher

Mrs J Lowe: School Business Manager

Early Years	Key Stage 1	Key Stage 2
Miss Sheard (N) Mrs Dowson (Rec) Mr Jukes (Rec)	Miss Murphy (Y1) Miss Shadforth (Y1/2) Miss Booty (Y2)	Mrs Lockey (Y3) Miss Glindon (Y3/4) Mr Exton (Y4) Miss McCabe (Y5) Miss Bailey (Y5/6) Mrs Clayton (Y6)
Mrs Brown, Miss Hewison, Mrs O'Leary, Mrs Cook, Mrs Tate	Mrs Dodsworth, Mrs Woodhouse, Miss Donovan	Miss Clark, Miss Wynn, Miss Hobbs, Mrs Stitchell, Mrs Atkinson

### BUSINESS, OFFICE AND WIDER TEAM

<u>Administration</u>	<u>Welfare</u>	<u>Caretaking</u>
Mrs Frost—Front Office Mrs Ball—Front Office	Mrs Moore—PSA Mrs Cartwright—Attendance support	Mr Cunningham

### Dinner Supervisors

Mrs Higgins, Mrs Harrison, Mrs Pittam, Mrs Thompson, Mrs Battle, Mrs Willet, Mrs Smith

### SCHOOL UNIFORM

We have also provided you with a leaflet about school uniform. Please ensure you buy uniform in line with this as it will be expected in September.

## THE SCHOOL DAY

Year Group	Start and Finish Times	Drop off and collection procedure
Nursery am Nursery pm	8.30-11.15am 12.15-3pm	Children should be brought and collected via the lower school gate.
Reception and Key Stage 1 (Y1&2)	Arrival 8.40-8.50am Collection: 3pm	Children should be brought and collected via lower school gate.
Key Stage 2 (Y3-Y6)	Arrival 8.40-8.50am Collection: 3.10pm	Children should arrive through KS2 gate and will leave through 2nd KS2 gate.

Following positive feedback from you as parents, the one way system for bringing and collecting children will remain in place for the beginning of next year. It will be reviewed during autumn term.

### MOBILE PHONES

Mobile phones are not encouraged in primary school. If your child walks home on their own and you would like them to have a phone for security then this will be approved.

Any phone brought to school **MUST** be given to the class teacher. Phones will be kept securely for the day and given back at the end of the day.

Children are not allowed a phone with them during the day.

### PARENT CONTACT DETAILS

Please ensure that the school office has your most up to date contact details. These are used for regular communication and in the event of an emergency.

If your details change, please inform school as soon as possible.

### MEDICAL AND DIETARY NEEDS

If your child has a diagnosed medical need you must inform school. Where necessary, a care plan will be put in place to ensure all relevant staff are aware of how to support your child.

For children we already support, their care plan will be reviewed with you in the autumn term.

Children diagnosed with asthma must have an inhaler in school.

In a similar way, if your child has any specific dietary requirements or allergies, please notify school so that we can work with you and the catering team to ensure we meet their needs.

### WALKING HOME ALONE

Children in Y4, Y5 and 6 are able to walk home on their own at the end of the school day if we have parental permission. Your child will bring home a letter which requires your signature. They will not be allowed to leave by themselves without this in school.

### SCHOOL DINNERS & FREE SCHOOL MEALS

Children from Reception, Year 1 and Year 2 receive universal free schools meals.

If you are entitled, we encourage you to apply for benefit related free school meals as soon as possible. If you are not sure if you are eligible, please contact Mrs Frost in the office.

From September, school dinners are £10.50 a week.

Children are welcome to bring packed lunch if they prefer.

If you wish to change between school dinner/ packed lunch you must give a weeks notice.

### COLLECTION PROCEDURES

In September you will be asked to complete / update the names of people who are able to collect your child from school. You can allocate up to 5 people to do this. These named people can collect your child without you having to inform us on a daily basis, or requiring us to check.

You will also be asked to provide a password so that if in an emergency situation you need to send someone different, you can share this information with them and we will know that you have given permission.

You can change the details you give us at any point if you need to.