

*Whitley & Eggborough Community Primary School*

*Head Teacher: Miss S Langridge*

*Learning Lane, Whitley, Goole, DN14 0WE*

*Tel: 01977 661247*

*Chair of Governors: Ms E Ridley*

Friday 9th February 2018

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Dear Parents and Carers

As I mentioned on the newsletter I would like to explain a few exciting and beneficial changes to the administration systems that I believe will improve the communication between home and school.

As you will be aware we have a new App on the website which alerts you to new notices and newsletters as they are added to the website. We have had lots of positive comments so far since the launch of the App two weeks ago so if you have not already downloaded it, please do so via the App store. A link to do this more easily is available on the website. We would like everyone to do this as soon as possible, because, as of **28th February 2018** we will no longer be using the Techers2parents texting service. The new App also has a facility for us to text you as individuals so we will be able to continue to contact you personally.

**Submitting Forms on line /Parent Evening Bookings**

In addition to the App we are also in the process of adding two new systems which will make completing forms and booking parents evenings a much easier and less time consuming process. Both systems will be launched through Parent Mail and will require you to sign up and provide us with an up to date email address – you will receive a message explaining how to do this nearer the time. We will then be sending out any forms, such as clubs, trips and eventually, a three week dinner menu to enable you to give your permission for trips or chose your child’s meal through your computers or phones. I have used this system in my previous school as both a teacher and a parent and I can honestly say they are fantastic.

The Parent Evening Booking service will also be through Parent Mail and it will allow parents to book their appointments online without having to pop into school. Again we found that this was a real favourite of the parents.

**Attendance**

You will be aware that one of the areas of accountability for a school is attendance and that we are required to ensure that all children attend school to give them the best possible start for their future.

I am therefore introducing some new systems which will help us as a school to monitor the attendance on a daily basis, including appointments and term time absence for requested holiday.

After half term we will be requesting that parents complete a suitable form for:

* Medical / dental appointments (blue)
* Incidental absences (pink)

These forms can be collected and completed in the entrance to the school.

* Term time absence – these forms should be requested from Miss Langridge and then completed and returned – you will then receive a response to your request in line with the school term time absence policy.

All forms can be posted in the red mail box in the entrance to the school – this will be checked and emptied on a daily basis.

Please could I ask parents to make appointments out of school where possible and to avoid booking term time holidays as this can be both disruptive to both the child who is absent as well as the remainder of the class.

I will be monitoring attendance on a regular basis to ensure that the minimum expected levels of attendance are achieved by all. Please note that attendance that falls below 95% will be closely monitored and attendance that falls below 92% will be further investigated.

Please note that I am very aware that there are always exceptional circumstances to the rules and these will be considered carefully.

**Start and End of the Day**

We have also recently had the school bell mended and from Monday 19th February we will be sounding the bell at 8:40am to indicate that children may start to arrive in school. The bell will then be rung again at 8:55pm to indicate that all children should be in school and ready to start learning. Children arriving after this time will be issued with a Late mark.

Collection time will remain the same – 3:15pm. We would respectfully ask that if you are aware that you are not able to collect your child and would like them to be collected by another adult to please let us know at drop off either at “before school club” or at the gate. Messages will then be passed on to the class teacher in the morning. We will endeavour to get messages to teachers during the school day but please be aware that we prefer not to leave the office phone unmanned, which inevitably it is if staff are having to deliver messages around the school. If we have not been able to let the class teacher know prior to the end of the day please be patient to ensure that we check before letting your child leave school.

**School Meals**

At a recent Governors Meeting the cost of the daily school meals was discussed and owing to increasing food and employment costs we will be increasing the cost of school meals to £2.30 a day.

This change will take place at the start of the Summer Term. Please note that there has been no increase in school meals for the past 10 years and we appreciate your consideration in this matter.

Reception and KS1 children are still entitled to the Universal Free school meals.

And finally, I would like to offer our support to anyone who might be affected by the planned closure of Eggborough Power Station. It is an unsettling time for employees and their families who may be affected by plans of this type so please pop in and see us if you would like to discuss any concerns that you may have that could affect your child.

In the meantime I would like to wish you all a very safe and happy half term. I will look forward to seeing all the children back on Monday 19th February safe and well as we head towards Easter.

Kind regards

Miss S Langridge

Headteacher