

# Moon 's Moat First School

[www.moonsmoat.worcs.sch.uk](http://www.moonsmoat.worcs.sch.uk)

01527 61498

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Dear Parents,

Welcome back to school – we are all looking forward to another busy year!

Please remember to check your child's bookbag regularly for letters and information about activities in school. We display a copy of the latest newsletter on our board by the office and they are also published on our website (where you can subscribe to receive them by email). We also have an events calendar on our website which is updated with activities as soon as they are arranged. Please have a look so you can plan ahead and won't miss anything!

Thank you for your support,

Mrs. S. Fisher

Headteacher

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### Absence

We are aiming for at least 95% attendance this year. **Children are more settled and make better progress when they come to school on time and every day. As children have 14 weeks holiday a year, we strongly discourage the taking of holidays during term time. In line with Government regulations no leave of absence will be authorised.**

If your child is absent it is important to please telephone the school office or report it online via the 'contact us' page on our website. **Please do not only tell the teacher as they may not remember to pass the message on.** If your child has an appointment please let us know as soon as possible and let the office have a copy of the appointment letter.

School holiday dates are on our website, on the noticeboard by the school office and in your child's home school link book (reading diary).

### Contact Details

**If you have changed your contact details recently or you have started work please let us know. It is very important that we are able to contact you in an emergency and distressing for children when we cannot.**

### Safety

Please do not leave children unsupervised on the school playground especially if they are using the playgrounds from 8.40 a.m. and school opens at 8.50 a.m. The doors are late-comers should come in via the front office **with an adult**. We expect children in KS1 and

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## Upcoming Events

September 9

Family Support Worker Drop-in all day

September 11

Year 4 Tipi Workshop

September 17

School meals taster session in the hall at 3.00 pm

September 25

Year 2 Healthy Bodies Workshop

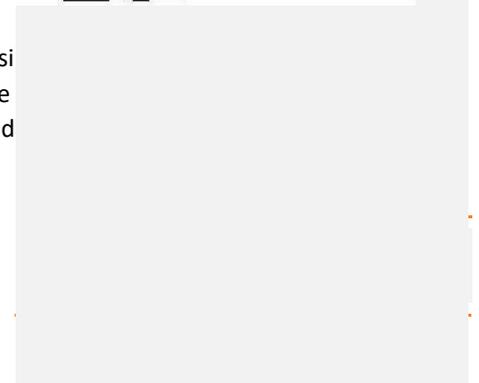
Year 3 Under your Skin Workshop

September 30

Reception – Year 4 flu vaccinations

October 8

School photos



playground by themselves. We understand that some children in Year 1 may still need support for a week or two, but we ask you not to congregate in the cloakroom as space is very limited.

At the end of the day all children are told that they must come back into school if the person they expect to collect them is not there. Please make sure that your children know who is meeting them.

If you come to school by car, **please park in the top car park**. The lower, gated car park is for use by staff, school taxis, deliveries and emergency vehicles only. The children know that they should not walk across this car park. Please use the footpaths.

Please remember not to allow children to ride bikes and scooters in the playground and please do not bring dogs into the playground.

### Money

Payment for trips, workshops and clubs should be made **online** wherever possible. There is a link on our home page to the 'Eduspot' website. Once a payment has been set up you will receive a text notifying you, along with your password. If you cannot pay online you can pay in cash or by cheque - please send it into the school office in an envelope **clearly labelled with your child's name and what the payment is for**.

### Consent form for trips (except Reception)

Attached is a consent form for 2019/20 trips out of school, please complete this and return a.s.a.p. Without it we are unable to take your child out on visits. Many thanks.

### Medicine

Should your child require medicine in the school day it is your responsibility as a parent to come to school to administer it. **In exceptional circumstances**, a member of the Senior Leadership Team will be able to administer medicine if a form is filled in and signed by the parents.

### Being Ready for the School Day

Please ensure your child brings everything with them in the morning that they will need for the school day (e.g. drinks, lunchbox, PE kit) rather than bringing them to the school office later on. Thank you.

### Earrings

For health and safety reasons children with pierced ears should wear **small studs** only to school. Hoops are not permitted.

### Parking

Please be considerate when parking around school, please do not block drives and car ports. Many thanks.

### School Meals

We have ordered sandwiches for next week for the Reception children who had them this week. A form will be coming out for you to order school meals for week commencing 16<sup>th</sup> September. **The order form needs to be returned to the office by 9.00 am on Wednesday 11<sup>th</sup> September.**

*School meal order forms must always be with the school office by 10.00 a.m. on the Wednesday of the week before your child would like school meals otherwise we cannot guarantee that our caterers will be able to provide a meal. Many thanks.*

### GDPR

A copy of our Privacy Notice is available on our website for you to read.