



01 September 2021

Back to School Newsletter

Dear Parents

Welcome to the new school year!

This letter is just a quick note to help your children return to school smoothly tomorrow.



Entering school

Thursday 2nd September – entering school

Class	Arrangement
Reception	Go straight to the classroom door for reception at 8.45am
Year 1 and Year 2	Class Teachers will meet children in the large football pen on the main playground. Children will line up and enter school at 8.45 am
Years 3 to 6	Teachers will meet children on the main playground. Children will line up and enter school at 8.45 am.

From Friday 3rd September – entering school

Class	Arrangement
Reception	Miss Platt will greet the children at 8.45am at the reception classroom door
Year 1 and Year 2	Class Teachers will meet children in the large football pen on the main playground. Children will line up and enter school at 8.45 am
Years 3 to 6	Mrs Walsh will open the children's door off the main playground at 8.45. Children will enter the building and make their way to their new classrooms.



Leaving School

Class	Time	Where to collect child
Reception	11.45am	Reception class door
Year 1	3.15 pm	Year 1 classroom door
Year 2	3.15 pm	Children's door off main playground
Year 3 to 6	3.30 pm	Main playground

What will my child need?

All children will need

- Full school uniform
- Water bottle
- Healthy snack
- Waterproof coat
- Any school reading books they have at home
- *Some children – packed lunch*
- *Year 6 only – may bring a pencil case with limited items*



Will my child need a PE kit?

No children will need a PE kit this week.
 PE starts from Monday 6th September.
 We suggest children bring in their PE kit on a Monday and take it home again on Friday.
 Class teachers will be sharing on TEAMS their actual PE days.

Microsoft Teams

All parents will be allocated to a Year Group Team in Microsoft Teams using your personal email addresses. If you have changed email address over the summer, please let the school office know. This group will be used for school meetings such as Meet The Teacher meetings in the next couple of weeks, information evenings and future parent/teacher meetings.

Most children will already have an Office 365 account, issued by school, which includes Microsoft TEAMS. The children have been allocated to a class group for their year group. This is a restricted account for safeguarding reasons. Teachers will communicate class information and messages, homework and other class specific details using these accounts. This information will develop over the weeks. These accounts will also be used in the event of the need to implement remote learning. Please make sure you can access these accounts.

All new starters will be issued with their accounts as soon as possible.



When is Meet the Teacher?

Reception – Miss Platt will be holding one-to-one parents' meetings for all reception parents. A 'sign-up' sheet will be available from tomorrow for you to sign-up for a meeting time.

Years 1 – 6 Meet The Teacher



All meetings will be held on **TEAMS** and will start at 4pm.

YEAR GROUP	TEACHER	DATE
Year 1	Miss Hilton & Mrs Gallimore	Wednesday 8 th Sept
Year 2	Mrs Metcalfe	Tuesday 7 th Sept
Year 3	Mrs Hill & Miss Rose	Wednesday 15 th Sept
Year 4	Mr Gregory & Mrs Rodrigues	Thursday 9 th Sept
Year 5	Miss Hibbert	Tuesday 14 th Sept
Year 6	Mrs Sym	Thursday 16 th Sept

Communicating with teachers

Please use one of the following methods to communicate with teachers

- Speak to the teacher at the end of the school day
- Email - send an email to admin@aecps.org and it will be forwarded for the teachers' attention
- Telephone – ring the school office on 01625 704510 and leave a message to receive a phone call back at a convenient time or to arrange a meeting
- For urgent communication Mrs Walsh will most likely be available (or Miss Platt in her absence)
- Please **DO NOT** leave messages for teachers on TEAMS as these are not monitored

Please remember teachers are in class most of the day so are most likely to respond at lunch time or after school to urgent requests. Non-essential emails will be responded to within 2 working days.

As always please let us know if there is anything that you feel may affect your child in their start to school, particularly if it is something that has happened over the summer.

Finally, I would like to wish all the children and staff a fantastic start to the year.

Kind regards

Lindsey Walsh