



**Iveagh Primary School**  
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7<sup>th</sup> September 2021

The staff and I would like to welcome you and your family to a new school year.

In this letter, you will find the usual information that we give at the start of the year: information that we hope will help you and/or your child at Iveagh.

Attached to this letter we have included:

- Template for absence letters
- Notification of change of contact details.

### **Mr Carlisle**

Having had Covid during the summer, Mr Carlisle has been advised to take time off work to fully recover.

During his recovery, Mr. Brown will be Acting Principal and will be based in the office. For a number of reasons (including AQE Test preparation) Mr McClimond will be taking Mr Brown's class, with regular input from Mr Brown.

Mr McClimond's class will be taught by Miss Trimble with regular input from Mr McClimond. This arrangement will commence on Wednesday 8<sup>th</sup> September and will continue until Mr Carlisle's return.

### **School Dinners and Uniform Grant**

Many of you will know that all schools have experienced a reduction in their budgets. One of the ways in which the amount of money allocated to each school is determined is based upon the number of pupils who are entitled to free school meals. For Iveagh, a higher number of free school meals pupils could have significant budgetary benefits for us.

Free school meal entitlement is assessed by a form which is can be accessed online from the following link within the EA Website <https://www.eani.org.uk/financial-help/free-school-meals>. For many the award may also allow a contribution towards school uniform costs. The form does not come back to school but goes directly to the EA. Please note that being awarded free school meals does not mean that your child is required to take the meal. They can still bring a packed lunch, but have the option of a meal when they wish.

**We run a 'ticket free' system to ensure that no child is identified as 'free' or 'paying'**

If your family meets any of the criteria below and you are not currently registered for free school meals, please do apply.

*Parents/guardians in receipt of Income Support/Income based Jobseeker's Allowance/Income-Related Employment and Support Allowance/Guarantee element of State Pension Credit/Child Tax Credit and not receiving Working Tax credit because they work less than 16 hours per week and have an annual taxable income of £16,190 or less/Working Tax Credit and have an annual taxable income which does not exceed £16,190.*

**If you are purchasing school meals at £2.60, please try to do so for the week on Monday morning from the class teacher – even if you wish your child only to take dinners later in the week.**

### **Mobile Phones**

Mobile phones and similar valuables should not be brought to school. However, we have not completely banned mobile phones as I know some parents of older children prefer their child to have a phone in case of an unforeseen emergency on the pupil's way home. Mobile phones brought to school for that reason **must** be kept switched off in school.

### **Absences**

If a child is absent we are required to ask that you provide a short note. You may find the attached pro forma useful for this.

### **Turning Circle**

The staff are present as children leave school to ensure children's safety, not to supervise the flow of traffic. However, we do ask that drivers are considerate and thoughtful towards other drivers both in their driving **and their parking**. Please ensure that if you have to park your car, you allow for traffic to continue to flow around the turning circle. Please show this note to any person who, at times, picks your child up. In addition, for the safety of all children, please ensure you keep your speed to 5mph whilst on school premises,

### **School Uniform**

Our official supplier of sweatshirts is Trimtech. Whilst it is possible to purchase replica sweatshirts elsewhere, it may be that the quality and colour is not consistent with the official Trimtech sweatshirt. In addition, we receive commission from Trimtech for all uniform sales. Please note that as part of our school uniform, girls should wear either a grey school skirt or navy jogging bottoms and boys would wear grey school trousers or navy jogging bottoms. We will be actively encouraging pupils not to come to school in leggings, jeans or branded jogging/shell suit bottoms.

### **Earrings**

For safety reasons, we would prefer children not to wear earrings at all. However, if your child must wear earrings, he/she must not wear any type of hoop earrings to school. No pupil is permitted to wear more than one pair of stud earrings.

### **Homework**

All homework set for pupils will have been well explained to the children. However, if on an occasion your child has forgotten how to tackle the written work or is having difficulties, please record that this is the case before he/she (or you) become upset, then sign any work completed. We do not want homework to be an upsetting experience for you or your child.

### **Children's School Holidays**

We would ask you not to book family holidays during the school term. **Unlike many schools we do not begin to 'wind down' well before the end of term.** If children do go on holidays during school terms, whilst they may continue with their spellings and reading, they miss out on the introduction of new work and concepts. (The teacher would, of course, attempt to help such a child to catch up with missed work on return, but this is clearly not an ideal situation).

The following are pupil holiday dates for the **next school year** (all dates are inclusive).

26 <sup>th</sup> – 29 <sup>th</sup> October	Staff training and Half Term
21 <sup>st</sup> Dec – 3 <sup>rd</sup> January	Christmas holidays
17 <sup>th</sup> – 21 <sup>st</sup> Feb	Half Term
17 <sup>th</sup> & 18 <sup>th</sup> March	Staff Training and St. Patrick's Day
11 <sup>th</sup> -22 <sup>nd</sup> April	Easter Holidays
2 <sup>nd</sup> May	May Day
1 <sup>st</sup> - 3 <sup>rd</sup> June	Queen's Jubilee & Half Term

Final day of the school year will be on Thursday 30<sup>th</sup> June.

### **Start of School Day**

The teachers and I appreciate prompt arrival of children for the 9.10am start of class. It means lessons can start as early as possible with a minimum of disruption.

With the exception of pupils coming to school by bus, no pupil should arrive in school before 8.50am.

### **Nut Allergies**

A number of our pupils suffer a severe reaction in the presence of nuts or nut products. In order to safeguard the health and safety of those pupils, no products containing nuts are used on the school premises. It is essential that all pupils do not bring to school any type of nuts or any foods containing nut products.

### **Birthday Cakes**

Class birthday cakes can again be brought into school if desired. However, please ensure that there are **NO NUTS OR NUT ALLERGY ADVICE** contained in the cake or on the packaging.

### **School Policy on Photographs**

The digital camera is used to take temporary records of unnamed children at work and play for wall displays, the school website and the digital photo frame in the foyer.

From time to time, newspaper photographers take pictures of groups, classes, teams or clubs. Also, we use photos for school publications (such as the Prospectus) and in the Hilltop Times, our school magazine. Parents who do not want their child's photo used in these ways should please state this in writing. Occasionally, as part of our own professional development activities, a teacher will video tape a lesson, review the lesson and wipe the tape. **If parents take photos at school events, such as Sports Day or Parents' and Friends' Assemblies, it is important that photos of other children are not uploaded onto social media websites.**

### **Break-time Snacks and Water**

Throughout the year we teach pupils about the benefits of healthy eating and will encourage pupils to bring healthy snacks to eat at break time. In addition, we encourage pupils to have a water bottle on their desks which can be used throughout the school day.

### **Children's Progress**

This year you will receive an invitation to meet with your child's teacher both in October and February and will receive a formal written report in June. If you have any concerns about your child's progress, the teachers and I are genuinely keen to meet with you on an appointment basis over and above the usual reporting system and interviews.

If you have any queries about your child's schooling, please feel free to contact me.

Yours sincerely,

A.Brown  
Acting Principal