

# Heald Place Primary School Newsletter 4

## Friday 16th November 2018

Dear Parent / Carers,

### Applying for a Reception Place

If your child attends Nursery and you would like them to attend our Reception in September 2019 you will need to apply for a place through Manchester City Council by either;



Telephone on 0161 245 7166 or  
online at [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions)

**Deadline to apply will be the 31st January 2019**

### School Photographer

On Thursday 22th November 2018 the photographer will be taking individual and family photographs of siblings who attend this school.

Children must be in **Full School Uniform**



### Christmas Meal

**Wednesday 19th December 2018**



If your child usually has a packed lunch but you would like them to have a Christmas dinner please book this with the school office. Please ensure you have made a payment on **Parent Pay** in advance.



**Deadline for booking the meal will be Friday 7th December 2018**

	<u>Dates for your diary</u>
12.12.18	Heald Place Christmas Fayre
14.12.18	Festive jumper - 50p donation to Unicef
17.12.18	Year 1 & 2 Christmas Concert - 2pm Please be seated no later than 1:45pm
18.12.18	Nursery & Reception Christmas Concert - 2pm Please be seated no later than 1:45pm
19.12.18	Christmas Panto - Alice In Wonderland (Pupils Only)
19.12.19	Schools Christmas Dinner
20.12.18	Years 3, 4, 5 & 6 Christmas Gifting Experience
20.12.18	Santa is coming to Head Place Primary Santa will meet Nursery, Reception, Year 1 and Year 2 pupils
20.12.18	Nursery & Reception Prize Giving - 9:15am Please be seated no later than 9:10am Years 1 & 2 Prize Giving - 10:30am Please be seated no later than 10:15am
21.12.18	Years 3 & 4 Prize Giving - 9:15am Please be seated no later than 9:10am Years 5 & 6 Prize Giving - 10:30am Please be seated no later than 10:15am
21.12.18	End of Term for Pupils Children will finish at 1:30pm
08.01.19	Term Starts for Pupils Please ensure your child arrives at school by 8:50am

### Attendance and Punctuality

#### Appointments

- All non-urgent appointments must be booked outside of school hours.
- Hospital appointments - proof of appointments must be provided to the school office before the appointment date.



#### Absences

Parents/carers must:

- Contact the school before 9am to report your child's absence. Child's name, Class and full absence reason must be given.
- Update school each and every day your child is absent
- Absences due to minor illness will not be authorised.

#### Proof of absence

- Absences lasting 3 days or more must be accompanied by proof—if no proof is provided the absence will not be authorised.
- Head lice—absences due to head lice will not be authorised. Please check your child's head regularly and treat when necessary.



#### Monitored pupils

Parents/carers must provide valid proof of all absences accrued for children whose attendance is being monitored

[attendance@healdplace.manchester.sch.uk](mailto:attendance@healdplace.manchester.sch.uk)