



St. Michael's C.E. (Controlled) Junior School

Church Lane East, Aldershot, Hampshire, GU11 3SS
Headteacher: Mrs Steph Tyler

4th September 2019

Dear Parents,

Welcome back to school, and a warm welcome to our new families! I hope you all had a wonderful summer. It was really lovely to see so many of you this morning, and of course to see the children – we have all missed them! There will be a fair amount of information which will follow over the next few days, so please bear with us. We will try to ensure that you have as much information as possible, without making you drown in emails and paper! If we forget something, it's not intentional, please just ask. In addition, over the school holidays, Mrs Bond who worked in our school office, let us know that she would not be returning. Whilst we are very fortunate in that we have recruited Mrs Lorraine Leighton who has significant experience working in schools, she is unable to start until the end of September. We look forward to welcoming her, but in the meantime, please do bear with us and if there is anything you think we may have forgotten please let us know (politely of course!)

For today, I have tried to limit information to the main points which I hope will help on the transition back to school in the short term, so please read below for information which clarifies our procedures. There may have been some changes so please do check.

Children walking home from school

We are aware that there may be parents who would like to let their children walk home from school. This is only considered in Years 5 and 6, and if the child has a younger sibling, we would ask that you please ensure someone else collects them – this is for safeguarding purposes. If your child is in Year 6 (or 5 in specific circumstances), then you **MUST** complete a permission form or **this will not be allowed**. It is essential that we safeguard our children. A form is attached to this letter (Year 5 and 6 only) and children have also been asked if they need to bring one home tonight. Thank you for your understanding.

Mobile Phones

Mobile phones should **NOT** be brought into school by the children. However, we are aware of the need for children who may be walking home alone to have a point of contact for parents. Therefore if **IN YEAR 6** (or 5 if walking home alone permission has been granted), your child needs to bring a mobile phone to school, a written agreement **must** be signed by you as their parent. A form is attached to this letter, and children have been asked today to take one if they need to (Year 5 and 6 only). The phones will be collected in a named envelope each day, and be stored in the school office, being returned at the end of the day. Thank you.

School uniform

Please remember that part of our pride in our school comes via our school uniform. Please ensure that your child is wearing the correct uniform and that shirts are tucked in and hair tied back.

School website

Please do click on our new school website – we will continue to post items on the website as we move forward but we wanted to ensure it was up and running for the new term. Please let us know what you think. Address: www.stmichaelscejunior.co.uk

Twitter account

We have a Twitter account which may include updates over the year – please do follow us: @StMichaelsCEJun

School Lunches

A reminder that School lunches are now £2.40 per day. Year 3 parents please be reassured that you will be receiving a log in soon for payments. In the meantime, if you have any concerns, please just come into the School office and talk to the staff, who are really happy to help.

Diary Dates

We will soon be letting you have a list of diary dates for the year – we have a few more to finalise so please be patient. I have tried to ensure we have booked as many as we can in advance so that you will have plenty of notice.

Drop Off and Collection Arrangements

Morning Drop Off

- There is **no** set door for classes in the mornings, so please encourage your children to come into school via **either** the canteen door, which is the first door before the main entrance, or the end door which is just past the girls' toilets. This ensures that the children get to class quickly and we don't create a bottle neck at one door. These doors are for the children **only**. Parents and visitors must report to reception please (note timings below) for safeguarding purposes.
- The school office **opens at 8.30am**. **Entry into the school will not be permitted before this time**. This is to ensure that we are aware of who is in the building at all times – it is not to be awkward, I promise!
- The doors for the children open at **8:35 a.m.** and an adult is situated at each door. Mrs Lee will blow a whistle when the doors open as a sign that it is time to come in, and another one as the doors close.
- The doors close at **8:45 a.m.**
- After 8:45 a.m. your child will need to sign in at reception please.

We ask that parents allow their child to come into school on their own and find their way to class. We appreciate that this can be difficult. There is a member of staff on each door who can help if there is a problem.

Collection Arrangements

School finishes at **3.20pm**. The children will leave by the following exits:

All Year 3 classes (Morpurgo, Rosen and Rowling) leave by their back doors onto the patio at the back of the school (Field side).

<u>Class</u>	<u>Location of class</u>	<u>Collection point</u>
Curie	Middle of upper corridor	Middle door to playground
Hawking	Upper corridor, main entrance end	Canteen door to playground
Fleming	Upper corridor, main entrance end	Canteen door to playground
Luther King	Middle of lower corridor	Middle (red) door to patio (Field side)
Mandela	Far end of lower corridor	Classroom exit to back field
Parks	Far end of lower corridor	Classroom exit to playground
Attenborough	Middle of upper corridor	Middle door to playground
Columbus	Far end of upper corridor	End door to playground
Shackleton	Far end of upper corridor	End door to playground

Lunch Trolleys – Position

Year 3 lunch trolleys will be outside their classrooms.

In the mornings the trolleys will be situated as overleaf and are returned to these areas at the end of the day.

Canteen area	Hawking Fleming
Lower corridor	Attenborough Luther King Shackleton
End door	Parks Mandela Columbus Curie

More information will follow over the next few days, but until then, thank you for your cooperation and understanding – I look forward to working with you all over the next academic year.

Steph Tyler

Mrs Steph Tyler
Headteacher