



Dear Parents/ Carers and children,

Welcome back!

To all our returning families welcome back and to all our new families a very warm welcome. I hope you have all had an enjoyable and restful summer holidays; they certainly have seemed to pass by very quickly.

The term has started in a very positive fashion with the children being enthusiastic and keen to be back. There is a lovely, calm and purposeful feel around the school as the children adjust to the new expectations and challenges.

Thank you all for your support in ensuring that the children have returned looking smart and tidy for school with the correct uniform and haircuts. I appreciate that, this year in particular, it has been trickier to find ‘proper’ school shoes that are not trainers as everywhere seems to be promoting the trainer as a school shoe. Thank you for making sure your children are in the correct shoes.

Can I remind you of the following:

- ✓ socks should be grey, white or black
- ✓ hair should be tied back if it is shoulder length
- ✓ no cut ins or extreme haircuts [such as: Mohican style, grade 1 etc]
- ✓ Earrings must be studs and should be removed [if possible] for PE days
- ✓ Polo shirts should be royal blue or white

The school day

In order to maximise the learning time your children have in school we have made some minor adjustments to the running of the day within school hours.

This year we have a greater number of classes in KS2 than we have had previously and, therefore, we are having to adjust and adapt our lunchtimes accordingly. This may mean that your child has a day or so where they will have the majority of their playtime before their actual lunch. It is always a little slower getting everyone through lunch as the EYFS children learn how lunchtimes work and as our KS1 children adjust to manage a little more independently too. The KS2 children come in to lunch following a rota to ensure that they are not always the last ones in. Please bear with us while we fine tune our systems until we get it right.

8:30am	Gates open
From 8:40am	Doors open
8:50am	All children should be in class ready to learn
From 8:55am	Children are marked late
10:15 to 10:30am	Breaktime for KS2
10:30 – 10:45am	Breaktime for KS1
11:45am – 12:45pm	Lunchtimes EYFS KS1 KS2
12pm – 1pm	
12:15pm – 1:15pm	
2:40pm – 2:55pm	Assembly THIS INCLUDES CELEBRATION ASSEMBLY ON A FRIDAY

Vacancies in school

We are in desperate need of some willing and able people to join our midday supervisor team. We are looking for anyone with a few free hours in the middle of the day to come and help out in the dining room and outside. We would be willing to accept part-time as well as full-time applicants. The hours are from 11:45am – 1:15pm on any day. For more information or an application form please ask at the school office.

Drop off and Collection arrangements

All children should be dropped and collected from the playground and not from the school office. There are a number of reasons for this:

1. It is quicker.
2. There is more room for people to wait outside.
3. It prevents congestion at the school office.

If there are specific and genuine reasons why you may need to drop off or collect from the office please make an appointment with me to make suitable arrangements.

Any change of pick up must be notified to the school office by 12:00pm on the day so that we can inform the relevant teachers and staff in time for the end of the day.

Parking

Just a reminder as the new term begins that you are not allowed to park on the yellow lines or school markings outside the school. Please be courteous of other drivers and considerate about the safety of all our children.

Routes of communication

As a parent or carer your first port of call should always be your class teacher. If you are unable to see them for any reason or you feel the need to take a matter further you would then contact the key stage leaders [Mrs Page for EYFS, Ms Harvey for KS1 and Mrs Johnson for KS2]. For more serious matters you can contact either: Mr. Tingey, Deputy Head, or myself.

If you think your child may have special educational needs or need greater additional support than that provided in class or interventions please contact our SENCO, Miss Lowe, by email: senco@lakenheath.suffolk.sch.uk

Change of Date

Just a reminder to you all that the PD day in October changed from Friday 19th to MONDAY 29th.

And finally...

I would like to thank all of you for your kind thank you cards, letters, flowers and gifts at the end of last term. They were very much appreciated.

Sally Esom

Headteacher