

Friday 22 December 2023

Dear Parents/Carers,

I hope you are all enjoying the Christmas period and looking forward to the holidays. In school we are already looking forward to and preparing for the children returning to school on Monday 8th January 2024. The staff are currently working really hard on the preparations for the new term and are excited about everything that the New Year has in store.

Over the course of the term, I have had conversations with parents around Academy policies, routines and expectations. Therefore, I am writing to provide some key information and reminders to ensure you are ready and prepared for the start of the new term and to ensure consistency across the Academy in 2024.

Academy Day and Routines

School day: Reception – Y6	8.45am – 3.20pm
Nursery	8.45am - 11.45am

Mr Morris will open the gates at 8.35am and children will be expected to line up on the playground and wait to be collected by their teachers in time for a prompt 8.45am start. Please can we ensure that **all children** are here on time so that they are ready to begin their learning.

Attendance

As stated in our attendance policy, we at Willow Green believe that pupils can only benefit from the education in our Academy through regular school attendance. We will, therefore, strive to achieve the maximum possible attendance for all pupils and we will make sure that any problems are identified and resolved quickly.

Parents should:

- Ensure children are punctual and on time for the start of the school day.
- Make sure children attend school regularly.
- Notify the academy before 9.00am of any absences. *For minor ailments (coughs, colds, headaches etc) we do and will encourage parents to bring children into school. Children with minor illnesses usually cope very well once they are in school and school staff will monitor them accordingly.*
- Avoid taking holidays during term time.

Academy attendance procedures:

- Monitoring of all cases of absence (including pupils who arrive late.)
- Call parents of children who have not notified the school of an absence.
- Where necessary, carry out home visits. Home visits will be made where there are general safeguarding concerns or if we have not heard from the parents, queries about a persistently absent

child, or just to check that a child is too unwell to attend. The school has the right to unauthorise an absence if the reason given is not deemed to be valid.

- Parents of children who are deemed to have poor or declining levels of attendance will be contacted and invited to attendance meetings to discuss their child's attendance and explore how the academy can support.

Attendance Rewards:

We will also promote high levels of attendance through our rewards in school which include:

- Weekly class attendance rewards and golden time – presented in the celebration assembly.
- Half termly individual rewards, presented in the Child of Achievement assembly.

****the full Academy attendance policy can be found on our website***

Healthy lifestyles

As with our school meals, which are aligned with the healthy school's guidance, we are committed to promoting a healthy lifestyle for all of our children. We will be working this year towards the Healthy Schools status which incorporates area of diet, nutritional understanding, health and fitness and well-being. As part of this, our packed lunch policy aims to ensure that pupils eating a packed lunch have a suitable and nutritious meal.

Packed Lunch Policy

If your child is having a packed lunch, please ensure that they have a suitable container for lunch which is clearly named. We promote 'healthy eating' and ask parents to consider providing a healthy and varied lunch.

A healthy packed lunch should include:

- A substantial savoury snack e.g. a sandwich, a wrap, a piece of cold quiche, cold pasta, a pasty or a sausage roll, breadsticks served with fruit, vegetables or dairy food are also a good choice to include in a packed lunch.
- A piece of fruit.
- A yoghurt.
- An appropriate treat e.g. a packet of crisps (baked is the healthier option) or a biscuit. Although these are permitted, encourage your child to eat these only as part of a balanced meal.
- Water or fresh fruit juice.

Packed lunches MUST not include:

- Confectionery such as chocolate bars and sweets (fruit strings are considered to be sweets).
- Nuts – including peanut butter and Nutella – because of the potential risk to any other child who may have a severe allergy.
- Drinks other than water/fresh fruit juice. Fresh water is available at all times so you do not need to include this, however your child will have a water bottle in school which they can use throughout the day. Fresh water is our drink of choice for children at Willow Green.

Timing and Methods of Payments

Parents have the option to make payments on the day the breakfast club or lunch service is provided. This might be a convenient option for those who prefer to pay as they go. Alternatively, parents can choose to pay for breakfast club and lunches in advance. Payments can be made electronically through MCAS. Parents should check with the school for details on how to set up and use MCAS for making payments. Alternatively, parents can make payments in cash by visiting the school office. This provides a traditional, in-person payment option for those who prefer or are unable to make electronic payments.

Uniform Policy

Uniform is an important part of the Academy's identity and it reinforces who we are as a community and helps pupils to feel pride in their school. Our school uniform is compulsory from FS2 (Reception) to Y6. ***It is optional in FS1 (Nursery). All children are expected to wear Academy uniform at all times.***

Nursery to Year 5:

- Royal blue V-neck jumper, cardigan or sweatshirt (with or without logo)
- Grey or black trousers/skirt/pinafore
- White polo shirt, shirt or blouse.
- Plain black shoes/trainers that should be appropriate and in good condition.

Year 6:

- Royal blue V-neck jumper, cardigan or sweatshirt (with or without logo)
- Tie (provided by the academy)
- White shirt or blouse Grey or black trousers/skirt/pinafore
- Plain black shoes/trainers that should be appropriate and in good condition.

Please see full uniform policy on the school website for 'warm weather' options.

Jewellery

In the interest of health and safety, jewellery is not worn in school. If your child has pierced ears, one small stud earring in each lobe may be worn but must be covered (or removed) for PE with tape supplied by parents and must be removed for swimming.

ALL CLOTHING MUST BE CLEARLY LABELLED

Please ensure you label **all** school uniform and equipment, including coats, with your child's name and class. The Academy accepts no responsibility for lost items of clothing.

Vehicles on Site – Polite Reminder

Please can I remind parents that vehicles are not permitted on the Willow Green site without a permit. We have recently seen an increase in vehicles on site and this poses a safety risk to our children and families. If this does not improve then we will have no choice but to close and supervise the gates which takes up valuable time and resources.

Bicycles

Please ensure that any bicycles are securely locked. The Academy makes it clear that it will not accept responsibility for any damage or theft of bicycles.

Class Dojo

Here at Willow Green, we really value the strong relationships we have with our parents. Part of this is down to our communication channels and particularly how we use Class Dojo. It is a convenient and effective way to share information between teachers and parents. However, please be aware that teachers and staff do not routinely check Class Dojo messages outside of working hours (8am - 5pm). We have had occasions where parents have complained that messages are not being answered in the evenings or at weekends. Although some of the teachers may occasionally respond at these times, this cannot be guaranteed.

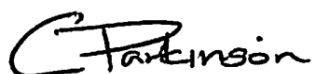
If you have any urgent messages or queries of a more complex nature, please use the info@willowgreen.org.uk email or ring directly to the school office. This will ensure your queries are dealt with quickly. Class Dojo should be used for more informal information sharing and celebrations.

Homework

Each week your child will be set homework which will focus on developing and enhancing your child's knowledge and basic skills. This will include reading, spelling, maths and times tables and could include other learning linked to the wider curriculum.

Kind regards

Yours sincerely



Mr Parkinson
Head of Academy
Willow Green Academy