



04.09.2019

Dear Parents/ Carers,

Welcome to the new school year, we hope that you all had a great summer holiday. This week you should have received: a school calendar of events, clubs list and your child's homework.

Emergency Contact Form - Please return this as soon as possible if you have not already done so and please update us if your contact details change throughout the year. You will see on the back that there are a number of consent statements, these are due to the data protection regulations.

PE/Games – Children will need kit in school on the following days:

Rec – Thursday	Year 1 – Monday & Friday	Year 2 – Tuesday & Friday
Year 3 - Monday & Tuesday	Year 4 - Monday & Thursday	
Year 5 - Monday & Wednesday	Year 6 - Wednesday & Thursday	

Children need to wear a Rakegate polo-shirt for PE lessons, these can be purchased from the school office at a cost of £6.00 for ages 3 -11 and £7.00 for ages 12 – 13+.

School Dinners – The cost of school meals are £2.50 per day (£12.50 per week). Please ensure this is paid regularly, you can pay by debit or credit card or through Sims Pay.

Children Collected Late – A reminder that staff will only look after children until 3.20pm after school (ten minutes longer than we are obliged to). From 3.20pm – 3.30pm they will be brought to the school office. From 3.30pm onwards children will be looked after by our after school club and you will be charged for this. Staff are expected to complete a range of jobs after school including planning, marking, clubs, courses, team meetings, staff meetings and therefore cannot supervise children after this time.

Communication -We aim to communicate with you in a number of ways. Our school website, www.rakegateprimary.co.uk has all the information about our school that you need to know including school calendar, letters, policies, curriculum information and much more. We will continue to regularly update our Facebook (Rakegate Primary School) and Twitter (@RakegatePrimary) pages. We will also continue to use Marvellous Me as part of our reward system, if you have not downloaded the App and received a code, please ask Mrs Cook or Mrs Harris in the office. We will continue to send out the Newsletter every other Friday.

Y6 Transfer to Secondary School – You should have already received information from the LA with regards to the transfer process which has to be completed online. If you have not received any information or you need help/advice with regards secondary transfer please call in to see us and we will do our best to help. The deadline for completing the form is **31st October 2019**.

Y1, Y2, Y4 and Y6 Tests - As you know all children are assessed during the school year, however Y1, Y2, Y4 and Y6 have to undertake specific national government assessments in the summer term. Next year's dates are:

Y1 Phonic Screening – the week of 8th June 2020

Y2 Assessments during May 2020

Y4 Multiplication Checks – the weeks of 8th & 15th June 2020

Y6 SATs – the week beginning 11th May 2020

It is vitally important that children are in school during these weeks and we ask you not to plan activities/events for these dates.

Attendance - As you know we are all under pressure to improve attendance, we have a school target of 97% attendance and the level for the imposing of fines is below 90%. It is vital that your children attend school as often as possible and on time. If you wish to apply for a leave of absence, you must complete a form from the office at least 4 weeks prior to the commencement of the absence. Rakegate Primary School will not authorise any leave of absence. Any leave of absence 5 days or over will result in a fixed penalty notice being issued, irrespective of the child's current attendance. Please speak to Mrs Harris, Mrs Rogers or myself if you have a specific concern. For safeguarding reasons, you must inform school on the first day of your child's absence, if we do not receive a message or cannot contact you, you may receive a visit from the Educational Welfare Officer.

Uniform – Thank you for sending your children to school so smartly this week, we ask that all children wear the correct uniform and shoes. Please ensure all the children's uniform is clearly labelled to minimise the risk of items getting lost. In the interest of safety, jewellery is not permitted, with the exception of stud ear-rings and watches. We would prefer it if large hair bows were not worn for school.

Concerns – If you have any concerns regarding your children we would ask that in the first instance you speak to the class teacher, before 8.40am or after 3.10pm. The next step would be to speak to the phase leaders: Miss Green for Nursery, Reception & Year 1, Mrs Taylor for Years 2, 3 & 4 and Miss Causer Years 5 & 6. If it is of a more serious nature please speak to Mrs Taylor (Assistant Headteacher), Mrs Rogers (Deputy Headteacher) or Mrs Horton (Headteacher).

Mobile Phones - In order to ensure that we fully safeguard your children, the following applies relating to the use of mobile phones and recording equipment:

- Mobile phones/recording equipment should not be used anywhere on the school premises to take photographs or recordings. School premises includes any area within the school gates from Sandwell Road or Rakegate Close.
- Mobile phones should not be used under any circumstances whilst in the school building, on the playground or school field.

Parking – We appreciate that parking is limited outside of the school grounds but we ask that you are considerate of the local residence when dropping off and collecting children.

A reminder, school has a “no smoking” policy and “no dogs” on site policy. This is to protect the interests of your children. Everyone's cooperation in this respect is greatly appreciated.

Yours sincerely,

Mrs Horton
Headteacher