

September 2017

### **Craven Primary Academy 2017/2018**

Dear Parents/Carers,

We are very excited for the year ahead here at Craven. To all of you that have returned following the summer holidays, welcome back! And for those of you whose first term it is for your children at Craven, welcome to Craven, we are delighted to have so many new faces here this year.

Attached is the upcoming events and dates for your diaries for this academic year.

With so many exciting changes to Craven this year, we thought we would provide some helpful reminders for you...

- Current Term dates have now been added to the website and Training Days are now confirmed for this year.
- School begins promptly at 9:00am – children should arrive at 8:50am and enter via their cloakroom doors (Y1-6). Any children arriving late must go through the main office. Please note that late marks are monitored and if your child arrives late frequently you may be requested to attend a meeting at school.
- Please ensure that the office have your up to date contact information.
- After school clubs will start next week – every child must have signed consent in order to attend any club.
- Consents for this academic year have gone out, these need to be returned to school as soon as possible.
- School Meals are charged at 50p per day (Years 3 -6 only), please ensure dinner money is paid each Monday.
- Children should ensure that they wear sensible outdoor footwear at playtimes and lunch, i.e. – Heelys, wedges, high heeled shoes are not permitted.
- The office must be made aware if anyone other than yourself is collecting your child, please ensure that you call and inform the office before the end of the school day. An Alternative Collection Arrangement form can be filled in at the main office for any long term arrangements or if there are a number of people you wish to grant permission to collect your child.

- Children in Year 6 only are allowed to walk home from school – if you wish for your child to do this we must have written permission from you before we are able to allow this.
- If your child has Asthma, the school must have an inhaler signed in to be kept in your child's classroom should they need it. A form must also be completed at the main office.
- Breakfast club is available for children Year 1 – 6 and begins each morning at 8:00am. Children attending Breakfast Club must arrive at the Hall door no later than 8:30am, children will not be able to attend after this time. Consent forms are available from the main office and must be signed in order for your child to attend.
- If your child is unwell and is unable to attend school, you must call and make the school aware of this absence – we have a dedicated student absence line on which you can leave a voicemail.
- Any medication must be signed in at the main office and a medical form completed – please do not send children to school with medication in their bags.
- If you are collecting your child at lunch time for home dinners, they are to be collected from the main office at 12:00pm and returned at 12:50pm for afternoon registration (Y1-6).

Please do not hesitate to contact the main office if you have any questions. We hope you are as excited as we are about the year ahead!

Yours Sincerely,

Mr Phillips.  
Head of Academy.