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13<sup>th</sup> June 2023

Dear Parents/Carers

We have been reviewing the current logistics in place ready for our return in September 2023. Please can I ask you to read all the information carefully, as we have had to make some alterations with the extension of the school day.

### **Morning Drop off 8.30am – 8.50am**

Drop off will continue to be via the front loop. The new school hours require children to be in school by 8.50am for morning registration. Doors will continue to be open from 8.30am.

We ask that you do not get out of your car on the front loop, to help keep the traffic flowing, particularly as we have 10 minutes less to get all children into school. Please use the layby if you need to stop for anything. We also ask that you do not overtake on the front loop to keep everyone safe.

Monday 4<sup>th</sup> September is an INSET day for staff, so school opens to the children on Tuesday 5<sup>th</sup> September.

For the first 2 days of this week (Tuesday 5<sup>th</sup> & Wednesday 6<sup>th</sup> September 2023) our new reception children will be arriving at school at 9am to allow our new parents time to familiarise themselves with the system and avoid congestion.

#### ***New Reception Parents (Tuesday 5<sup>th</sup> & Wednesday 6<sup>th</sup> September 2023 only)***

- *Children are to remain in their transition groups, so will be in school on either Tuesday 5<sup>th</sup> OR Wednesday 6<sup>th</sup> September only.*
- *Parents with new children to school, for these two days, please park on the playground at the back of school. The gate will be open for you to access the playground. As we do not permit parents into school at morning drop off, please wait outside the green fenced area until Mr Bradley comes out to collect the children at 9am.*
- *For parents with reception children, who already have a sibling(s) in school, you are welcome use the front loop immediately, or on their first day (either Tuesday 5<sup>th</sup> or Wednesday 6<sup>th</sup> September) if you wish to drop your reception child off for 9am, please park on the playground and escort your older sibling(s) around to the front to enter via their usual door – please can older siblings be in school by 8.50am at the latest.*

**Whole School** - from Thursday 7<sup>th</sup> September, **all** children should be dropped off via the front loop only. Doors open at 8.30am and staff will be outside to assist the children out of your cars and show them to the correct doors as required.

The layby opposite the entrance on the front loop, will be available to pull into, should your child be anxious, where staff will assist. We have found over the last couple of years; this system helps build their confidence and they quickly become happy to leave the car and enter school on their own.

*Whatever you do, work at it with all your heart, as working for the Lord. Colossians 3:23*



The children will continue to come into school via the 2 front entrances. A reminder the year groups enter via the following doors:

**Side Entrance**

Reception, Years 1, 2 and 6

**Main Entrance**

Years 3, 4 and 5

## **Afternoon Collection – 3.20pm finish time for all children**

We will continue to use the end of day collection system, however, please note the following alterations to times. We will have significantly more cars on the playground, so please ensure all children are always supervised. Please do not allow any children to use the play area at the end of the day.

- **Bus Children** – depart from front of school at 3.20pm
- **\*All Reception, Year 1 & 2 children & ALL SIBLINGS across school\*** – collect from rear of school at between 3.20pm – 3.30pm – please park on the playground. You will collect your child/children from the playground classroom doors.
- **All remaining Key Stage 2 children** (non-siblings in Years 3, 4, 5 & 6) from front loop only between 3.30pm – 3.40pm

The gates to the playground will be open from 3pm to allow cars onto the playground ready for the end of day.

\* We appreciate this is a tight turnaround for the number of children leaving and will monitor the flow of traffic on the playground and review if necessary. Please assist us by leaving as quickly as possible.

**Plumley School Bus** - Please advise school if your child will be using the school bus from Plumley in the afternoon, and which days are required. Children will be placed on the bus each afternoon, unless advised otherwise by parents/carers. We are unable to take instruction from the children. Please inform via [admin@lowerpeover.cheshire.sch.uk](mailto:admin@lowerpeover.cheshire.sch.uk) at the earliest opportunity.

We do urge parents to consider using this service if you live in Plumley. It will help with traffic flow to and from school. Please contact Cheshire East, School Transport on either 01270 371485 or [spedtransport@cheshireeast.gov.uk](mailto:spedtransport@cheshireeast.gov.uk) to discuss a permit.

### **ADDITIONAL IMPORTANT INFORMATION**

- If another family member is collecting your child/children, please ensure they are aware of all the procedures in place.
- Please place a family name sign in the front window of your car (afternoon collection only via front loop) to assist staff on duty and help keep cars moving as quickly as possible. Staff on duty after school are not the same as in the morning so will not be familiar with cars.
- Please only arrive within your time slot.
- Please do not arrive early at the front of school, as we need to keep the front of loop clear for emergency vehicles, deliveries, early departure of children for medical appointments.
- **Please return to your car and depart as soon as you collect your child/children, to ensure a prompt start for after school clubs that commence from 3.30pm. All cars need to be clear of the playground before children are allowed outside.**
- Please do not leave your car engine running whilst waiting to collect your child.
- If one of your children is attending an after-school club or is off school with illness, please continue to use your usual collection slot & location for your other child/children.
- Any changes to afternoon collection are required by lunchtime (unless in the case of emergencies) at the latest. The end of day is extremely busy across school, so to ensure staff are aware of the changes, and the handover of children is safe, the information is provided to teachers during the lunch break.

## **Collective Worship**

Collective Worship will be held in the school hall on a Friday morning. Parents are welcome to attend, and the gate will be open to the playground for you to park. You are welcome to go straight to the rear of school to park and walk your child/children around to the front of school if you are attending.

## **P.E**

Children will continue to arrive at school on their allocated day wearing their P.E kit.

Monday – Reception, Year 4 & Year 6

Tuesday – Year 1, Year 2, Year 3 & Year 5

## **Forest School**

Forest School sessions will continue on a class rota. Each year group is scheduled to have 5 Forest School sessions across the academic year. The dates will be detailed on both the weekly newsletter and on the calendar section of the website. Please can you ensure that children wear clothing and shoes suitable for outdoor activities to keep them safe and protected (long sleeves and trousers). Hair should be tied up as usual. Unfortunately, if the required clothing is not worn, the children will be unable to take part in the session.

## **Swimming**

Following the success of the last couple of years, we will again be hiring the swimming pool to be on site for 2 weeks in June 2024. This will be for key stage 2 children only (Years 3 – 6 inclusive) and will focus on children who cannot swim at all or require additional development. Full details including the rota will be sent out in May 2024.

## **GENERAL INFORMATION**

### **Uniform**

All children should return to school in September in their winter uniform, which will be worn until the Easter break 2024. Please view the website for permitted items. Hair should be tied up if longer than shoulder length, and any ornaments should be school blue only, and shoes only are permitted – no boots.

### **Jewellery & Make Up**

No jewellery or make up should be worn in school. If ears are pierced, children are only permitted to wear small plain stud earrings.

### **Medication & First Aid in School**

If your child suffers from asthma, please ensure they have an in-date inhaler in school and you have completed an asthma card, that is available from the office. Please do not send any other medication in with your child, please hand to a member of staff. A form giving consent form is required to be completed prior to staff being able to administer medicine to your child/children. Forms are on the website or via the office.

Staff are trained in first aid and administer any required treatment. For all head bumps we contact parents immediately to advise. A reporting app called First Aid Forms is used to inform parents of any minor accidents and/or medication administration. These notifications are in the form of an email which are scheduled to be sent automatically at 3pm.

### **Non-Uniform Days**

We do have non-uniform days in school for fundraising, rewards etc. Please can we ask that children come into school on these days in sensible clothing and footwear suitable for school. Shoes must provide full coverage, with no open toe sandals etc worn, to comply with health & safety in school. Hair should be tied up if longer than shoulder length, and no jewellery is permitted. Notification of specific non-uniform days will be detailed in the newsletter.



## **Pencil Cases**

From September, if they wish, children in Years 1-6 inclusive, will be allowed to bring in their own pencil case and contents. Please can we request that pencil cases are not too big, as they must be able to fit into the children's classroom drawers. School will provide pencil cases & stationery for those not able to supply their own. Writing pens will be supplied by school for all children who have a pen licence, so there is no requirement for children to bring their own pens.

## **Water Bottles**

Water bottles should only contain water for consumption during the day. Please do not send in any juice or fizzy drinks.

## **School Lunch & Snacks**

School lunches are available to pre-order via ParentPay (please note – you will be unable to pre-order on the morning itself, it must be in the days leading up to the day required).

You can pre-order 3 weeks in advance from the weekly rotating menus. Please could we ask that you pre-order your child's lunches from home. This will aid the morning procedures in school.

If you choose to send your child in with a packed lunch – no hot/warm food is allowed in any food flasks.

***New Reception parents** – staff in school will assist your child to select their lunch until your details are loaded into the system. Following receipt of your ParentPay activation letter, you will be able to pre-order from home. Please select the meal choice via this system even though there is no charge.*

If your child has any allergies or intolerances, we do require a medical note confirming details of specific food groups or ingredients to avoid. This information will then be passed onto our catering team who will update the system and remove any menu options containing the allergen. We are unable to implement this without a medical note.

## **Current Year 2 parents – moving into Key Stage 2**

School Meals - please note that from September, your child will no longer be eligible for the Universal Infant Free School Meals. Please pay for any school lunches via the ParentPay service that will be allocated to you.

Lockers – your child will have their own locker in Year 3. Please ensure the children continue to use their bookbags (no rucksacks), so they fit into the lockers along with coats and lunchboxes.

Snack – a reminder for Years 1 – 6 inclusive, snacks on Monday to Thursday should be one small healthy item only. Friday is 'treat' day, however we do please ask that this is still a small item.

**We are a NUT FREE school. We do have children in school with allergies that would require the use of an EpiPen, so please do not include any item for snack or lunch that includes nuts.**

## **Peripatetic Music Lessons**

If your child currently has private music lessons, these will continue, should you choose, for the next academic year. Please contact the tutors directly. Full information about this offer can be found on the website. A reminder that Year 6 children are only able to have music lessons during their lunch break. Children are only able to learn up to two instruments (each instrument will be taught alternate weeks) in school to ensure minimal disruption to their day.

## **Communication**

All email or smartphone communication to parents is via School Spider (website & communication system). You will also receive parent surveys via this platform and be able to book appointments for parent's evenings. Please download the app and activate notifications so you receive all information from us.

## Staff Communication

The main school email address is [admin@lowerpeover.cheshire.sch.uk](mailto:admin@lowerpeover.cheshire.sch.uk) for any logistic issues, absences, early or late collection, medical appointments, and general correspondence – please do not send this information to the class teacher.

Please only email teachers for educational purposes. Not all teachers access their emails throughout the day, so may only be able to respond at the end of each day. Staff may not respond to emails after 5.30pm so will reply to you the following day.

Please may I request you copy me into any teacher emails you send, so I am aware of any potential issues and ensure they are dealt with swiftly. My email address is [head@lowerpeover.cheshire.sch.uk](mailto:head@lowerpeover.cheshire.sch.uk)

Best wishes

Mrs Dean  
Head Teacher