

Dear Parents and Carers

On Friday your child will spend the day in their new class in preparation for September. This will give them the opportunity to become familiar with their new classroom and their teacher. With the exception of our current Year 2, children will register as normal within their current classrooms, and then will move into their new class for the remainder of the day.

Our current Year 2 children will spend the day at our Alfred Street Site, so they have the opportunity to explore the site and experience life in KS2. We ask that parents/carers **take Year 2 directly to the Alfred Street Site for 9.15am via the front office**. Parents/carers will then be invited into the school for a tour of the site with their child and then we will ask parents to leave the children for the remainder of the day, so they can spend time with their new teacher. Please collect directly from the Alfred Street site at 3.35pm, where you will also have an opportunity to have a tour of the site (if you haven't already) before going home. Below you will find the class arrangements:

### Class Arrangements:

| Class  | Teachers                                   | Teaching Assistants                         |
|--|--|---|
| EYFS -Nursery and Reception<br>Donaldson Class | Mrs McCaughey                              | Mrs Samuels<br>Miss Lawrence<br>Miss Almond |
| Year 1<br>Ahlberg Class                        | Mrs Parker                                 | Mrs Sturman                                 |
| Year 2<br>Rosen Class                          | Mr Butler                                  | Miss Arch                                   |
| Year 3<br>Blyton Class                         | Miss Shelley                               | Mrs Hall<br>Mrs Samuels                     |
| Year 4<br>Dahl Class                           | Mr O'Ceallaigh                             | Mrs Brown<br>Mrs Pearson                    |
| Year 5<br>Blackman Class                       | Miss King                                  | Mrs Kingsbury                               |
| Year 6<br>Shakespeare Class                    | Mrs Campbell<br>Mrs Smith (Assistant Head) | Miss Camp<br>Mr Cox                         |

Unfortunately, Mr O’Ceallaigh is absent from school and not due to return until September. Many of the children will already know Mr O’Ceallaigh from his time teaching at the Infant school. On our transition day on Friday, Mrs Pearson will take the Year 4 class.

### **Support Staff:**

|                                | <b>Infants Site<br/>(Tennyson Road)</b>               | <b>Juniors Site<br/>(Alfred Street)</b>              |
|--------------------------------|---|--|
| Inclusion Manager and SENDCO   | Mrs Appleby   | Mrs Appleby  |
| Family Support Worker          | Mrs Bunker  | Mrs Bunker   |
| Learning Mentor                | Mrs Hall  | Mrs Hall   |
| Office Manager                 | Mrs Weir  | Mrs Weir   |
| Office Administrator           | Ms Wilmott  | Mrs Paradise   |
| Lunchtime Supervisors          | Miss Lawrence<br>Ms Wilmott<br>Miss Arch<br>Mrs Wills | Mr Cox<br>Mrs Ebsworth<br>Mrs Kingsbury<br>Miss Camp |
| Early Morning Club Supervisors | Miss Arch<br>Mrs Sturman                              | Mrs Bunker<br>Mrs Hall<br>Mrs Brown<br>Mr Cox        |
| Class Cover                    | Mrs Sturman   | Mrs Pearson  |
| Sports Coach                   | Mr Cox  | Mr Cox   |
| Site Manager                   | Mrs Munns   | Mrs Munns  |

Some staff will continue to work across both sites until we move onto one site in September 2025.

### **School uniform and PE kit:**

Polite reminder that children will be expected to adhere to the uniform arrangements – see below. Logo uniform is available to buy from Rock-it: <https://www.rock-itpromotions.co.uk/products/school-shops/alfred-lord-tennyson-school/alfred-lord-tennyson-school> Alternatively, non-logo uniform, trousers, skirts, polo shirts can be purchased from supermarkets and other clothing retailers. In the future, we aim to stock some second-hand uniform that can be purchased directly from the school office.

### **Our expectations for school uniform in Early Years Foundation Stage and Key Stage 1 are:**

- ☐ Charcoal grey school trousers, formal shorts, formal skirt or pinafore
- ☐ Pale blue polo shirt (plain or with the logo)
- ☐ Red v neck jumper or cardigan (plain or with the logo)
- ☐ Black school shoes (no boots, sandals or trainers)
- ☐ Grey socks or tights

Summer Term Optional: Red Gingham Dress

### **Our expectations for school uniform in Key Stage 2 are:**

- ☐ Charcoal grey school trousers, formal shorts, formal skirt or pinafore
- ☐ Pale blue shirt with collar to accommodate a tie
- ☐ Alfred Lord Tennyson School tie
- ☐ Red v neck jumper or cardigan (plain or with the logo)
- ☐ Black school shoes (no boots, sandals or trainers)
- ☐ Grey socks or tights

### **PE Kit for all year groups:**

- ☐ Plain red T-Shirt (with or without the logo)
- ☐ Plain black tracksuit top/jumper for colder months
- ☐ Plain black shorts / tracksuit bottoms/black leggings
- ☐ Trainers
- ☐ Plimsoles

Please ensure all uniform is named. Please note that earrings need to be removed by the parent/carer or child before the PE lesson.

**Our current Year 2 will be presented with a tie purchased by our FOALTS before the end of term.** Additional school ties can be bought from the school office at the Junior Site.

EYFS children will need to bring their PE kit to school in a named PE bag. We recommend that this stays in school all half term and is then sent home to be washed in the holidays.

KS1 and KS2 children will be expected to arrive at school in their PE kits on their PE days.

Information regarding PE days will be communicated the first week back in September. Swimming lessons for KS2 will not begin until the Spring Term. Please ensure that earrings are removed on PE days. Staff are not able to remove them and children are not able to wear them for PE

### **Early Morning Club:**

Early Morning Club runs from 8:30am to 8:45am at both sites for a cost of £1.00 per morning. There is **no charge** for parents who have sibling at our other site. During Early Morning club, the children are supervised and can take part in a range of activities. Please note that breakfast is not provided.

Places are limited, therefore, bookings will need to be made on our on-line booking system. If no payment is received for your child/children, then the school reserves the right to withdraw the place(s).

### **Arriving for School:**

The school gates are open for pupils from **8.45am at Junior site and 8.50am at the Infant site** and we request that parents do not come into the school building. Children should be accompanied to school by an adult and dropped at the gates or on the playground. Parents need to supervise their children until the children go into class. Year 6 may walk to school unaccompanied if parents/carers have completed a permission form. **The school gates will be locked at 8.55 am.**

All pupils need to be in class by **8.55am** ready for registration. Pupils arriving after **8.55am** will be marked as late in the register, and will need to sign in at the school office.

Lessons start at **9.00am**. Pupils arriving late after the registers have closed are recorded as having an unauthorised absence for the morning session. This will have an effect on their overall attendance.

### **Home Time:**

EYFS and KS1 children finish at **3.15pm**. KS2 children finish at **3.35 pm** and children will be escorted onto the playground by their teacher. EYFS and KS1 children must be collected by an adult and Year 3, 4, and 5 pupils must be collected by an adult or secondary aged sibling. In September you will be asked who the main people will be to collect. If this changes at all, please inform the office.

If you anticipate being unexpectedly late to collect your child at the end of the day, please telephone the school so that we can make arrangements for their supervision. You will need to collect them from the school office.

If your Y6 child needs to bring a mobile phone into school because they are walking alone, the phone must be handed in daily to the class teacher and a consent form completed.

### **Attendance:**

Parents and carers are asked to contact the school either in person or by telephone on the morning of any absence from school through illness. Until we have been given a reason for an absence by a child's parent or carer, the absence has to be recorded as unauthorised.

Whilst we appreciate that it is not always possible to make medical or dental appointments outside of the school day, we ask parents to try to do this, particularly if the appointment is of a routine nature. If it is necessary for a child to attend an appointment during the school day, the school should be notified in advance.

Taking children home from school before the end of the afternoon session is also considered to be an absence and will usually only be authorised in the case of an emergency or an appointment for which the school has received advance notification.

**It is also important that pupils arrive at school punctually so that they do not miss learning opportunities.**

Children absent from school for holidays will be recorded as having unauthorised absence from school and referrals may be made.

### **Water Bottles:**

There is a proven link between the consumption of water and the ability to concentrate. There is water available at playtime and lunchtime. Pupils are required to bring a named plastic bottle into school to fill with water daily so that they can have a drink throughout the day.

### **Snack Expectations:**

The school works hard to encourage all pupils to adapt a healthy lifestyle. EYFS and KS1 children will have fresh fruit available to them daily. This is provided to all EYFS and KS1 children in England by the Government as part of a funded scheme.

In KS2 we provide a tuck shop selling fruit and vegetables such as apples, oranges, melon, bananas which are available to all pupils at playtime for a cost of 10p or 20p, and is run in the hall by pupils. This needs to be ordered and paid for via our app in advance.

Pupils are welcome to bring in fruit (berries, apples, oranges, tomatoes, raisins, bananas) or raw vegetables (carrot, pepper, snap peas) or rice cakes to school to eat at playtime. Pupils **should not** bring other snacks and we would encourage you to support our healthy eating at lunchtimes too please.

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### **Meal Provider:**

Children in EYFS and KS1 are entitled to a free school meal funded by the Government. These meals are provided by Love Food and need to be ordered in advance.

KS2 meals are also available to purchased for lunchtimes from Love Food. They must be ordered online at: <https://booking.lovefoodltd.com/>

Please ensure you order your meals before 9.00am on a Monday for the week ahead. Parents of children entitled to Free School Meals also need to order on-line.

### **Clubs:**

We currently do not offer 'wrap around' care, however we aim to provide a range of extra-curricular activities during lunchtime or after school throughout the school year.

These can include art club, language and culture club, crochet, gardening, choir and a range of sporting clubs. We aim to provide these at a low cost (or funded where possible) to our families and details will be sent out the first week back in September.