

James Elliman Academy

July 2024

RE: Plans and Details for September 2024

Dear Parents/Carers,

Please find below, the arrangements for school from **Wednesday 4th September 2024**. Arrangements for reception children will be different and a letter will be provided separately to all families.

- The gate will open at **8.30am** and **all children must be school by 8.45am at the latest**, when the gates will be locked. Any children arriving after this time will need to go to the office and will be marked as being late.
- **Please note parents/carers will only be allowed to drop children off at the gates in the morning and children will be supported to walk to classrooms using staff supervision.** This will avoid crowding at the start of the school day and continue to increase pupil independence.
- Attendance is compulsory for all children. **Any absence that is not related to illness will be unauthorised and will result in fines being issued in line with new government guidance.** All absences should be reported to the absence email: jeaattendance@theparkfederation.org or call the School phone number option 1 and leave a message, in line with the expected absence procedures.
- **All children will be required to wear full school uniform and have the correct P.E kit as per the school uniform policy on the website.** These items should all be labelled as there will be no provision for lost property collection due to increased hygiene issues. Second hand uniform can be purchased through the school office if required.
- **All children will be required to bring in their own stationery and pencil cases going forward.** This should include One Berol handwriting pen, dark blue ink, One Slim barrel dry wipe pen, black ink, 3 HB pencils (regular length), Plain eraser, Pencil sharpener, 30cm (12") ruler, A small set of coloured pencils (not felt tips), One Glue Stick, Highlighters. Please do not put the following in your child's pencil case: Scissors and Compasses.
- **The school lunch menu will commence from week 1 and is available on the school website as usual.** Children can bring in packed lunches as per usual but no children will be allowed to go home for lunch. Please remember we are a nut free school.
- **School will need to be informed in advance if children need to attend any medical appointments during school time and proof of appointments will need to be provided.**
- Breakfast club provision will continue to be available. **Parents/Carers will be required to book through parent pay.** Please request further information through the School Office.
- School trips will take place across the year however **due to school budget cuts, all trips will require a payment from parents in order for it to go ahead.** If funds raised for the trip are not sufficient, then the trip cannot take place.

Once again, I thank you for your continued support during the school year and I wish you a restful summer break.

Kind Regards,

Mrs Johal
Principal