



11<sup>th</sup> September 2017

Dear Parents and Carers,

Welcome back, after what I hope, was a very enjoyable Summer break for you and your families. It was great seeing all the children arrive this morning, looking so smart in their school uniform, so thank you for helping to make this happen.

**I am writing with some important information, in advance of the parent handbooks which will be sent out next week.**

### **School Day Timings**

The school day starts promptly at 8.30 as Ark schools provide extra time for learning. This amounts to 2.5 hours extra teaching a week, so it is imperative that your child arrives on time for the start of the school day. To help you do this, the school gates and building doors open at 8:20 to give your children time to get to their classrooms on time.

As previously communicated the school day will now end at 3.30 on all days from Monday to Friday. The fun clubs will start, as usual after the October half term, and will run from Monday to Thursday inclusive.

Late wait will be held in the spare Year 5 classroom and children will be taken there if they are not collected by 3.40. You can collect your children from the door into the playground.

In order to reduce costs, the weekly newsletter will now be published on the school website every Tuesday, as the celebration assemblies will now be held on Mondays and it gives us time to publish the names of the children receiving awards. If you do not have internet access, hard copies will be available from the stand in the main reception area. The website address is <http://arkovalprimary.org/>

The teachers were in the playground this morning as it was the first day. From tomorrow, children will go straight into the building through the entrances as follows:

#### **Entry Points:**

- Year 1 - Main Old Building entrance
- Year 2 - The door opposite the Music Block
- Year 3 - The Oval Road entrance
- Year 4 - The door opposite the main entrance (Old building)
- Year 5 - Their classroom doors
- Year 6 – Through the entrance next to the new dining hall

#### **Collection Points:**

Nursery and Reception - from Classrooms (Rear Playground entrances in Reception). **Wet dismissal:** same arrangement.

Year 1 between the cages Oval Road Playground. **Wet dismissal:** collect from the rear entrance to the Lower Hall.

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Year 2 in the green cage closest to the building. **Wet dismissal:** collect from classrooms, entering and leaving through door opposite music block.

Year 3 in the cage nearest Oval Road. **Wet dismissal:** from the rear entrance to the Lower Hall.

Year 4 beneath the basketball nets in the front playground. **Wet dismissal:** from main old building entrance/canopy

Year 5 from classroom doors in front playground. **Wet dismissal:** same arrangement.

Year 6 outside year 6 entrance **Wet dismissal:** from year 6 entrance

### **School Meals**

If you have moved into Year 3, you will now need to pay for a school lunch, unless you are entitled to free school meals, a form for which is available from the office. A letter will be coming out to you on Wednesday, with details of how to pay on parent pay. Children need to commit to school meals for a minimum of a half-term so that the kitchen can order adequate supplies. I regret it is not possible for children to switch to and from packed lunches/school dinners from one day/week to the next.

### **Year 6 – Home Alone**

We have had a couple of requests to allow Year 6 children to travel home unescorted by an adult on a permanent basis. Can we ask that if you wish your child to travel home alone that you collect an authorisation form from the School Office tomorrow morning as there is certain information we need to know about the journey etc. As always this is with the safety of your child in mind. We do understand that there will be one off occasions as well, in those instances we need an email from you sent to the school office address which is: [office@arkovalprimary.org](mailto:office@arkovalprimary.org).

### **Changes to key contact telephone numbers**

Can we ask that the school be notified immediately of any change in contact details and particularly changes in mobile phone numbers as we are increasingly using text as a method of communication to cascade messages. Remember the text will only go to the first named contact on our list so if this needs to be changed can you also let us know.

### **New Deputy Head Teacher**

I'm delighted to tell you that Miss Karen Bramson, has joined us as Deputy Head from Poverest Primary School Orpington. She will be on the front gate with me for this week so you can come and say hello and put a face to the name. Thereafter, she and I will alternate duties on the front and back gates, so that we can both get to know all of you as parents/carers.

### **Macmillan Coffee Morning Friday 29<sup>th</sup> September 2017**

We will be holding the above event at drop off time on Friday 29<sup>th</sup> in the new dining hall. As well as it being a very worthwhile fundraiser, for a very worthy cause, it's also a nice way for you to mix with other parents and carers. I and the Senior Leadership Team will be on hand, and we would like to get your views about the school, but also relaunch the PTA. Please put the date in your diary and we look forward to seeing you there.

I am looking forward to another successful year, working in partnership with you all, for the good of your children.

Ali Silke  
Principal