



Palmerston Primary School
Pen-Y-Bryn
Palmerston
Barry
Vale of Glamorgan
CF63 2XL
Tel: 01446 747393

“Together We Will Succeed”
“Gyda'n gilydd byddwn yn Llwyddo”

Wednesday 6th September 2023

Dear Parents/Carers,

I hope you have had a wonderful summer and are enjoying the late summer sunshine! We were so excited to see you all again for the start of another school year and the children have all settled really well.

We will continue working with our New Curriculum and have some fantastic learning opportunities planned. Please look out for some questionnaires regarding experiences you feel are important for your child as we are eager to hear the views from all our community, as well as our children. Your child's class teacher will be sending you an overview of the term ahead so that you can share what they will be doing in class. We will continue our class assemblies so that you will be able to see what they have been learning and have more opportunities this year for you to be involved in the life of the school. Watch this space!

Please see below for information regarding expectations of the new school year ahead.

Beginning of the school day

The school doors will be open from **8:40am** onwards, whereby staff will be on the playground to meet and greet your child. We still have a 'drop and go' system but you are welcome to join us for our 'walk and talk' around the playground in the morning which has proven very popular with the children and gives you an opportunity to talk with the class teacher. Classes will line up at **8.50am** and will be escorted into school by their class teachers. Each class has a dedicated line up zone in the playground. We are sure it won't take long for your child to get used to this, but staff will happily show your child where to line up if they are unsure on the first few days.

The school doors will close at **9:00am** for all children in the school. After **9.00am** children will need to enter school via the office where they will be marked in for their attendance and dinners as appropriate.

Attendance

Attendance is incredibly important to us to ensure that our children are getting the best possible chance of having a great education. At Palmerston, we take this very seriously and actively promote the Vale of Glamorgan's '**Miss School Miss Out**' campaign. We ask all parents to set the highest of expectations for attendance and punctuality for the year ahead.

As a school we aim for all children to be present in school at all sessions and our overall school target is for **92%** or above. It is important that you speak with us if your child has any health or pastoral issues as soon as they arise, so that we can put in place the right support for your child as soon as possible. Your child's class teacher is the first point of contact to arrange this.

If your child is absent, **even for 1 day**, please can you inform the school office before **8:50am** following the procedure outlined below:

- Phone the school before **8.50am**.
- If there is no answer, please leave a message, stating who is making the phone call and why the child is absent.
- If the reason for your child's absence is for medical reasons/appointments you may be asked to show a medical appointment letter, card or email so that the correct code can be entered on your child's attendance register.
- If your child is late for school, this is any time after **9.00am**, you must:
 - Go to the School Office and sign the Late Register.

PLEASE NOTE

School officially starts at **8:50am** and registers close at **9:00am**. If your child arrives between **9:00am** and **9:20am** they will be recorded as late. If your child is still absent after **9:20am** a text message will be sent asking you to call the school to explain their absence. If the school has not received a reply by **10:00am** the School Office will call you. If there is still no explanation for your child's absence or they arrive after **9:20am** it will be recorded as an '**unauthorised absence**'. If your child is absent for 3 consecutive days without an explanation the Educational Welfare Officer (EWO) will be informed and 10 unauthorised absences throughout the year, could mean you are issued a Fixed Penalty Notice.

Please note that unless there is a medical appointment or valid reason, your child should be picked up at **3:15pm** and not earlier.

Access to school site

To minimise foot traffic through one single point, we will continue to utilise all of the entrance/exit points to the school site at the beginning and end of the day. This has been a successful way of avoiding congestion which we will continue this year. Therefore, please see below:

Year	Site entrance
Nursery	Normal main pedestrian gate
Reception, Year 1 and 2	Green gate (Greenacres gate)
Year 3, 4, 5 and 6	Yellow gate (middle gate with ramp)
Visitors and permit holders only group	Main pedestrian gate and carpark Entrance (Please do not walk through the carpark gate and carpark)

Unless you have a valid permit, please do not park in the school premises to drop or pick up your child up. Please be considerate when parking and driving around the school as we had a handful of very upsetting incidents occur last year. The safety of the children is paramount and we work closely with the Vale of Glamorgan Traffic Enforcement Officers and will report unsafe parking and driving if necessary.

Water bottles & snacks

All children must bring their own water bottles which they must not share. Please do not send your child in with any 'enhancing' drinks such as PRIME or coffee. These water bottles must go home at the end of every day and we washed and re-filled. If your child does not have a water bottle, they can purchase one from the main office for £1:00.

As a school we promote healthy eating, so please can you provide your child with a piece of fruit, vegetable and no alternatives for their snack. If you have any questions regarding this, please speak to the Head teacher or Deputy.

Packed lunches and school dinners

We will continue to provide **free** cooked meals for **all** children that want one. Please keep your Parent Pay Account active as we will continue to use it for school trips.

End of school day

Children will be led to the yard from their classrooms by the class teacher and LSA. The class will line up at their allocated zone. Parents will be allowed on the yard to collect their child, however please can you stay along the back fence/railings and we will direct/bring the child to you. This also provides our families with a lovely opportunity to talk to their child's teacher.

Additional Information

Breakfast club

Children must be registered to attend this club. Breakfast club runs from **8:00am** to **8:40am**. Children must arrive by **8:15am** at the latest to be able to access the club, children will be supervised on the yard from **8:40am** and led into school at **8:50am**. If you are interested in your child attending breakfast club, please ring the office and they will help you with registering a place.

Unless you have a valid permit, please do not park in the school premises to drop your child off to club.

After school clubs

An online form will be sent out on Friday informing you which clubs will be on offer this term. Please can you ensure you complete the it if you would like your child to attend. Different clubs will be on offer throughout the school year so we are sure there will be something your child will enjoy.

Communication with Parents

The school office will be open to visitors. Please continue to ring or email to communicate with the office, teachers and wider staff, or arrange a meeting outside of school hours. Our school communication procedure is on our school website.

Please be aware that during the school day teachers will not be able to receive phone calls and talk with you. Your class teacher will be happy to chat to you at the end of the school day. We will communicate with you as regularly as possible to keep you informed of any changes, developments and news. Please ensure you check your emails and text messages, to ensure you are fully aware of vital school information.

Changes of contact details

If there have been any changes to your address or phone numbers, please can you inform the school as soon as possible. Also, if there are any changes to the additional people we can contact if you are unavailable, please can you help us update these.

School Uniform

Children **must** wear school uniform.

The uniform shop will be open in the Autumn term for you to purchase any book bags or Palmerston uniform. However, basic school uniform can also be purchased from the supermarkets.

The school uniform consists of red or black jumpers and cardigans, black or white polo shirts, grey or black trousers, skirts or dresses and comfortable smart black shoes. Long hair is to be tied back and only studded earrings to be worn. Your child will also need a coat and a bag. We encourage all children from Reception to Year 2 to bring in a book bag to and from school every day – these are available to purchase from the school office.

Our fabulous Palmerston branded PE t-shirts are available for **£2.50**. These red t-shirts can be used for PE/Sport with black bottoms and trainers. We think they look very smart.

Please do not send your child in with jeans, branded jumpers/t-shirts which is not school uniform. Uniform has a huge part to play in team culture and a sense of belonging.

Please can you ensure that all clothing, water bottles, lunch bags etc. are labelled.

Children in Reception to Year 4 can wear their PE kits to school on PE days – your class teacher will inform you of your PE day in the class newsletter. This consists of the red Palmerston PE T-Shirt and black bottoms and trainers. Please could pupils in Year 5 & 6 bring their PE kit to change in school.

Expectations of behaviour

Our children are kind, caring and respectful and we are very proud of them. Our school rules are:

1. Follow instructions the first time.
2. Treat everyone with respect.
3. Kind hands, kind feet, kind words

This will help us to succeed in the new school year and make sure everyone is happy and safe.

We are continuing to focus on our key values and this term we are exploring what '**determination**' means to us in different ways. In September we will look at '**resilience and tenacity**'. The children have already discussed what this looks like and have come up with some brilliant examples.

Our Rights Respecting focus this month is Article 28 – '**I have a right to an education**' and our behaviour hotspot this month is to **walk quietly throughout the school**.

We wish all of our Year 6 pupils the best of luck in their new schools this week and also wish them much happiness for the future. Please can I take this opportunity to thank you all again for your support and kindness over the past year.

Have a lovely week!

Kind regards,

Sarah Cason

Headteacher