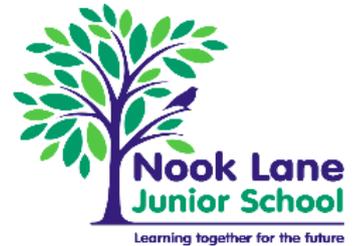




NOOK LANE JUNIOR SCHOOL
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Headteacher: Mr S. Arbon-Davis;

Deputy Headteacher: Mr J. Chadbourne Assistant Headteacher: Ms D Wilkinson

Dear parents, carers and families,

On behalf of everyone at Nook Lane, I am delighted to welcome you all back after the summer break.

The start of a new academic year is always exciting and I am sure that the children have been looking forward to moving into their new classes and meeting their new teachers. I am happy to report that the children appear to have settled exceptionally well today in their new classes; our new starters in Year 3 have enjoyed a fabulous first day!

As this is my first communication to you all for this academic year, I have a few notices and reminders to share:

UNIFORM

We would like to see all children wear their school uniform with pride every day and we would really appreciate your support in ensuring that the children wear their uniform for all of their time in school (except of course, for arranged non-uniform-type events). We will have five deadlines over the course of the academic year for ordering new uniform:

Friday 28th September 2018
Friday 21st December 2018
Friday 15th February 2019
Friday 29th March 2019
Friday 21st June 2019

ATTENDANCE

Our whole school attendance target is 97%. Any children with less than 90% attendance are considered by the local authority to be persistently absent. The school monitors each child's attendance closely and where this is low (i.e. below 90%) parents/carers will be contacted and invited to a meeting with me. If the situation persists or deteriorates, then a follow-up meeting with the Attendance Officer and myself will be held with parents/carers.

We would like to remind parents and carers that requests for leave will only be authorised in exceptional circumstances. Along with other schools in the area, we are required to inform the local authority of situations where children have unauthorised absences of five consecutive days or more. When this is the case, it is likely that a penalty fine will be issued by the local authority.

SUPERVISION ON THE PLAYGROUND

Children should arrive on the school premises no earlier than 8.40 a.m. each day. The playground will be supervised by school staff from this time.

MOBILE PHONE POLICY

Just to remind you that children must not use mobile phones during the school day or whilst on the school grounds. Staff and other adults supervising and assisting pupils in school or off-site must not use mobile phones whilst children are present. It is particularly important for parents/carers to be aware of this when they are helping in class or supporting any educational visits. A copy of the policy is available on the school website.

MORNING SNACKS

We would like to remind parents and carers that the morning snack that children bring should be a healthy one – fresh fruit or vegetables (not breakfast bars please). Again, we would very much appreciate your support with this.

SCHOOL LUNCHES

It is perhaps worth reminding new parents or pupils again that school meals are not free for junior-aged children. The cost for lunches is £10 per week and £74 for this half term. If you are paying on a weekly basis, please ensure that payment is made on Mondays. Lunches can be paid for with cash or by cheques made payable to Sheffield City Council. Please also remember that children need to book school meals or bring packed lunches on a week-by-week basis and not on a day-by-day arrangement. Please note that the first week of term begins on Week 2 on the lunch menu.

MILK

If you would like your child or children to have milk, we can still take orders for this term until the end of this week. The cost of milk for the full autumn term (i.e. up to the Christmas holidays) is £13.50. Milk can be paid for with cash or by cheques made payable to Sheffield City Council.

ADMINISTRATION OF MEDICINES

If a pupil has to take any type of medicine during school hours (short term or long term) then a specific form, available in the school office, has to be completed and signed by a parent, a member of staff responsible for administering medicines (Mrs Kennedy or Mrs Quick) and myself before the medicine can be administered.

AFTER-SCHOOL CLUB CANCELLATIONS

Cancellations for after-school club bookings need to be made with 24 hours' notice, otherwise unfortunately, a charge will be made.

COMMUNICATION WITH PARENTS AND FAMILIES

At Nook Lane we try our best to contact parents and families quickly when we need to and to respond as swiftly as we can when there is a concern or query. Please be

aware that the whole Nook Lane staff team meet immediately after school every Thursday until around 5 o'clock for Professional Development Meetings. Therefore, on Thursdays we may not be able to respond to phone calls as quickly as on other evenings (unless there is a genuine emergency) but we will endeavour to respond as soon as staff become available.

OFFICE MESSAGES

Sometimes our office staff are contacted over the telephone by parents to take messages for children. Please be aware that as only one member of staff may be available at times (particularly in the afternoons) in a very busy office, getting messages to pupils is not always possible, so please only ask if it is an emergency. Thank you.

TELEPHONE ISSUES

Frustratingly, we have had a reoccurrence of the telephone problems we encountered last year. This is completely out of our control but we are hopeful that the situation will be resolved as quickly as possible. Apologies for any inconvenience.

WHOLE-SCHOOL STAFF TRAINING DAYS

There are 3 remaining training days (of the allotted five) for this academic year:

Friday October 26th 2018
Monday June 3rd 2019
Wednesday July 24th 2019

Thank you.

Yours sincerely,

Steven Arbon-Davis