

## SOME REMINDERS FOR YOU

- The school day starts at 8.55am and ends at 3.10pm when the classes are dismissed. The entrance and exit for pupils is through the gate at the corner of the field. Children are supervised on the yard from 8.45am and doors are open from 8.50am.
- Don't forget pencils, pens, pencil cases and PE kits. Put names on all property please, especially sweatshirts.
- Don't forget to label any money sent in to school. Dinner money.(£2.10 per day, £10.50 per week) must be paid in advance for the week please and arrears **will not** be allowed beyond one week.
- Fruit or vegetables and water only are to be consumed at breaktime. Fruit is available from the fruit trolley for 20p a piece. Water is freely available all day.
- Please remember that you should not drive onto the school campus.
- If you have any queries, please contact the school office.
- Most messages can be passed on to a teacher via the office staff or in the home/school diary. However, if you wish to see your child's teacher, please make an appointment through the office.
- Visitors to the school **must** only enter via the office so that we know who is on school property.
- You will be informed in writing when the after school clubs are starting. After school clubs take place every week unless you are informed otherwise. Please ensure that you meet your child at the main entrance.
- Please remember to telephone the school on the first day of absence – very important so that we know your child is safe. (01745 832007)
- So that we can make final arrangements, we must have trip letters, Form Bs and any other forms etc, with deadlines dates on, returned by the date stated and no later. **We cannot accept forms on the day of the trip.**
- You will be informed of any additional school closure dates on the newsletter.
- **DON'T FORGET TO LOOK OUT FOR THE NEWSLETTER EVERY FRIDAY.**
- Further information about the school and the weekly newsletter is on the school website - [www.ysgolsantelfod.co.uk](http://www.ysgolsantelfod.co.uk)