



# MEADGATE PRIMARY SCHOOL

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Executive Headteacher: Mr. J. J. Figg

Thursday 2<sup>nd</sup> July 2020

Dear Parents/Carers

The following letter contains important information about the school and routines and procedures that we have in place at Meadgate Primary School.

## Transition into school

Please note that the first two weeks will be very different to our normal transition system as a result of the COVID-19 pandemic.

## Week beginning 7<sup>th</sup> September

Children with surname A – L will be at school from 9.15am – 11.15am

Children with surname M – Z will be at school from 12.45pm – 2.45pm

## Week beginning 14<sup>th</sup> September

All children will be at school from 9.15am – 11.45am on Monday and Tuesday

All children will be at school from 9.15am – 1pm on Wednesday and Thursday (to include lunchtime)

All children will be at school from 9.15am – 2.45pm on Friday

## Week beginning 21<sup>st</sup> September

All children will be in at 8.45am – 3.05pm

(Please note: School Closed on Friday 25<sup>th</sup> September for staff training day)

We do hope that your child settles quickly into the school routine and we will do everything to help them have a happy start with us. Hopefully, most of your initial questions regarding the school routines will be answered in this letter. However, if you have any further questions please do not hesitate to contact us.

## Security

The security of all children and staff is something that we take very seriously and we hope that all our parents will support us in this. On arrival at the start of the school day please wait by the Reception classroom. Please ensure that your child arrives at school on time for the start of the school day at 8:45am (from 21<sup>st</sup> September). This really does help the children feel settled and ensures their security and safety. If there are cases where children are repeatedly late, our Education Welfare Officer or ourselves will be contacting parents/carers to discuss the issue.

Reception children will be collected from the classroom gate by the Reception Teacher and Classroom LSA. Please arrive promptly for the end of the school day at 3.05pm (from 21<sup>st</sup> September)



If you have arranged for another adult to collect your child you **must** notify the school office by **2.30pm** with the name of the person collecting. We will contact you if someone tries to collect your child that is not expected to do so. While staff are getting to know you, this might be something that happens, please do not be upset by this, or challenge our staff, it is our school protocol to ensure the children are safe.

If you wish to see a teacher or a member of the senior leadership team please contact the school office and arrangements will be made. We ask that visitor badges should be worn if time is spent in school and all regular volunteer helpers will be subject to an Enhanced DBS check.

### **Absence and First Day Calling**

At Meadgate Primary School we operate a system of first day calling. This means that a member of staff will ring home if a child is not present in school and we have not received notification of the absence. It is therefore vitally important that you telephone the school on 01245 259403 to report your child's absence by 9.30am. For medical appointments etc, please ask at the school office for the relevant absence form for completion. You are likely to be asked for confirmation of your appointment, this is a standard procedure. For us to be able to authorise the absence.

### **Contact Numbers**

There may be times when we need to contact you urgently regarding your child's welfare. It is therefore vitally important that contact details are kept up to date. Please inform us of any changes as soon as possible. It can be very distressing for a sick child if we are unable to contact parent/carers.

### **School to Parent Contact**

We operate a system in school called SIMs Pay where we contact you by email so in addition to informing us of changes of contact telephone numbers please keep us up to date with any changes to your email address.

### **Medicines in School**

Our procedure for dealing with medicines in school follows our trust policy. Only medicines prescribed by a doctor (with a prescription label attached) can be administered. If your child needs to take any medicine, or apply cream in school, a medical consent form **must** be completed (forms are available on request from the School Office). All medicines must be clearly labelled with the child's name and class. Children will be asked to apply cream themselves.

If your child has a sickness and or diarrhoea bug in accordance with guidelines they should be kept away from school for **48 hours** from last episode of diarrhoea or sickness.

Children on prescribed antibiotics may attend school if well enough.

We also request that if your child has been diagnosed with asthma you obtain a spare inhaler and spacer for us to keep in school.

### **School Uniform and PE Kits**

At Meadgate Primary School we expect the wearing of school uniform with black shoes (we recommend Velcro fastening shoes, no laces or sandals). Our uniform suppliers are One Stop School Gear on Beehive Lane, telephone 0845 466 7208 (please see enclosed). The uniform is; grey trousers or skirts/pinafores, plain white shirts (not polo-shirts), school grey jumper with school logo and school tie. In the summer the girls may wear the red and white checked summer dress, girls socks should be white and may be knee length or ankle.

The PE kit is; white polo shirt with logo, black shorts and black slip-on plimsolls for indoor PE and trainers for outside PE. It is important that PE kits are in school so that children are able to take part in their activities. All items of clothing should be clearly named.

It is also useful if your child has a pair of wellies and a waterproof jacket to be kept in school. All items of clothing should be clearly named.

Please note: we will be providing a book bag for your child and this will be presented to them during their first week of school.

### **Earrings**

At Meadgate Primary School we only allow small stud earrings to be worn in school and that these must be removed for all physical activities. We also ask you not to send your child to school wearing earrings on PE days unless the child can remove them without adult assistance.

### **Road Safety & Parking**

We aim to ensure that the journey to and from school is safe for everyone. To fulfil this aim we encourage walking to school. However, if you have to drive to school please park respectfully so as not to inconvenience local residents. You are not permitted to park in the school staff car park or use it as a turning circle.

### **School Dinners**

All children in Reception, Years 1 and 2 are entitled to a Universal Free School Meal. For children in Year 3 upwards there is a charge of £2.20 per meal (see section below regarding payments). A sample of a school menu is enclosed in this pack.

Meadgate Primary School is a healthy school and should your child prefer a packed lunch we recommend that it contains a healthy balanced meal (no chocolate or sweets or fizzy drinks).

### **Nut Allergies**

We have children in school who suffer severe reactions to nuts. We, therefore, ask that packed lunches **do not** contain nuts of any kind.

### **Healthy Snacks**

Reception and Key Stage 1 children have a healthy snack provided all week. Key Stage 2 children are to bring in a healthy snack.

### **Online Payments**

Our chosen method of payment e.g for school trips, dinner money and clubs is via a cashless payment system called SIMs Pay and you will receive full details of how to register on the site once your child has started school.

If you require any further information or wish to arrange an appointment with one of us please do not hesitate to speak to a member of the teaching staff or office staff on 01245 259403.

Many Thanks

Mr Joseph Figg  
Executive Headteacher

