



Headteacher: Mrs Rachael Stevenson



RADBURN WAY LETCHWORTH GARDEN CITY HERTS SG6 2JZ  
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Monday 19th July 2021

### September 2021

#### Start and Finish Times:

We will return to normal. Where possible please enter from the front of the school and exit using the back gate. All children will enter and exit via their classroom door.

If your child finds the drop off and collection busy please contact Miss Butler for further support.

Class	Start Time	Finish Time
Saplings	9am	12pm
Apple	8:45-9am	3:10pm
Blossom	8:45am	3:15pm
Coconut	8:45am	3:15pm
Chestnut	8:45am	3:15pm
Lilac	8:45am	3:15pm
Peach and Pine	8:30-8:45am	3:15pm
Cedar	8:30-8:45am	3:15pm

#### Attendance:

Please ensure you contact the office for each absence. A message can be left on the answer phone. 96% is expected attendance and below this figure we will be in contact to provide support as you could risk a fine. Three days of no contact and we will need to request a welfare check to ensure everyone is safe and well.



#### Breakfast Club:

Breakfast club will return as normal. You may now book the days you require each week. Please continue to do this via Arbor. If you are new to breakfast club please email [finance@gca.herts.sch.uk](mailto:finance@gca.herts.sch.uk) for more details.



#### Bikes/Scooters:

Children may bike or scooter to school and store their bike/scooter in the sheds. Please remember not to ride or scoot on the school grounds.



#### Uniform:

Please ensure all uniform and PE kits is labelled with your child's name

- Jade Green Sweatshirt or Cardigan
- Black trousers, shorts, skirt or pinafore
- White polo shirt or shirt
- Checked or striped dresses in green and white during summer months
- Plain socks
- All black school shoes (including all black trainers)

#### PE Kit

- Green t-shirt or polo shirt
- Black shorts or joggers
- Trainers—correctly fitting
- Bag for kit
- Long hair tied up and no jewellery



### Communication:

If you wish to speak to a member of staff please ring the office 01462 621800 or email [admin@gca.herts.sch.uk](mailto:admin@gca.herts.sch.uk)  
You can also speak to teachers at the end of the day.



### Water Bottles:

Every child will be provided with a water bottle—we have ordered a new one for all. These will be cleaned daily and filled with fresh water—the children may help to do this.



### Diaries/Reading

#### Books:

Each child will be issued with a planner.



They will also get one reading book per week or longer for those with larger texts in KS2 (For younger children having a book for the week helps to build fluency. Children will also get to pick a library book to take home.



### Homework:

- Weekly spelling
- Daily reading
- Weekly times tables on TT Rock Stars
- Weekly Mathematics
- Half termly projects with a selection of different activities



### Year 5 TA

Mrs Thaya will be the TA in Year 5. We have one vacancy for a TA—all adverts go on Teach in Herts.

### Break times and Lunches

Children have told us they prefer a quieter playtime and lunch.

We have split the lunches and playing areas following the children's feedback.

Class	Break Time	Where	Lunch Time	Where to Eat
Sapling	As required in morning (and afternoon for Reception)	Outdoor Area attached to classroom	11:45-12:45	
Apple				Dining Hall
Blossom	10:15-10:30	Main playground – nearest mound	Lunch – 12:00-12:20 Play 12:20-13:00	Dining Hall
Coconut				Main Hall
Chestnut				Main Hall
Lilac	10:15-10:30	Main playground nearest Nursery	12:15 – 13:15 *lunch 12:30	Main Hall
Peach and Pine				Dining Hall
Cedar				Main Hall