



Monday 2nd September 2024

Dear Parents and Carers

I hope that you and your family have enjoyed the summer and are feeling ready for the new academic year.

If you are a family joining the Newbridge Primary School community, either with a Reception child or joining a year group across the school, then I offer you a very warm welcome.

I am writing to you with a few reminders about the start of term. You will likely know much of this already, but I thought it would be helpful to set this out for you to be able to refer to.

Attendance

School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure children attend school regularly and are punctual each day.

We must fully understand the reason for any absence, and this must be telephoned into the school office on 01225 421675 before 9.30am. Any absence not reported will be recorded as unauthorised.

Uniform and dress code

Full school uniform is expected at all times from the start of term. This includes a white polo shirt, a red cardigan or sweatshirt, grey skirt/shorts/trousers/pinafore and black shoes (not boots).

All hair longer than shoulder length must be tied back.

Nail varnish and dyed hair is not permitted.

Children should only wear plain gold/silver stud earrings, no other jewellery is permitted.

Please ensure that all uniform and personal items are clearly named, so that property can be returned promptly.

Forest School

Year 2 classes and Year 4 classes will have Forest School this year. The children will require outdoor clothes for these sessions. These should be a long sleeved top, long trousers, wellies and waterproofs on wet days.

Reception children will visit the Conservation Area each week and will also require outdoor clothes.

Further details about the dates of these sessions will follow. Each year group will also inform you whether the children should come to school in the required clothes, or change at school.

Please ensure that all uniform and personal items are clearly named, so that property can be returned promptly.

PE Days

All children should come to school in the correct PE kit, on their PE days. These days have already been published.

Children must wear their house colour T-shirt, black shorts or black tracksuit bottoms/leggings and trainers.

Children in EYFS, Year 1 and Year 2 should have Velcro style fastening trainers, whenever possible. Children should wear their school cardigan or sweatshirt and not another sports top or hoodie.

Please ensure that all uniform and personal items are clearly named, so that property can be returned promptly.

Drop off arrangements

Children should arrive from 8.45am, and be in class for registration by 8.55am. The school gates will close at 8.53am. If children arrive after this time, they must be signed in at the school office.

- Reception children will enter their classrooms via the Lower School door, off the driveway.
- Year 1 and Year 2 children will access their classrooms via the pedestrian gate to the right of the school office or by following the pathway from the Newbridge Hill gate, past the office.
- Year 3, 4, 5 and 6 children will enter their classrooms via the Upper School front door.

Going home arrangements

Parents and Carers will be able to access the site at going home time. A one-way system is operated for collection times, as the paths around the Lower School become very congested.

All children will finish school at 3.15pm. Parents can enter/leave via either entrance. However, parents should collect their youngest child first. Therefore, parents of EYFS, Year 1 and Year 2 should enter the Lower School playground via the side gate at the Charmouth Road entrance. If parents are entering the site via the Newbridge Hill entrance, they should walk down the drive through the large gate, and enter the playground gate, by the Charmouth Road entrance, to support the one way system.

- Parents/Carers will collect EYFS children as they are dismissed to the lower playground from their classroom door, entering the site from the gate by the Charmouth Road entrance.
- Parents/Carers collecting a Year 1 child will walk from the Lower School playground and up the slope/steps to the top playground to collect their child from the Year 1 classrooms.
- Parents/Carers collecting a Year 2 child will wait outside the Staffroom and collect their child from the Year 2 cloakroom door, having entered the site from the Lower School lower playground.

Parents/Carers should walk in the direction of the office and we ask that you move on promptly once you have collected your child/ren to help ease congestion.

- Year 3 will leave via the Upper School front door and will line up, in classes, under the walkway to await collection. Parents/Carers should wait between the laurel hedge and raised bed.
- Year 4 will leave via the Upper School front door and will line up by the tree at the bottom of the field to await collection/find their Parent/Carer.
- Year 5 and 6 children will leave via the black gate at the rear of the Key Stage 2 building and line up on field behind the bike racks, unless they are making their own way home. Any collecting Parents and Carers should wait in this vicinity.

If Parents/Carers arrange to meet Key Stage 2 children on site, please advise them not to go against the one way system.

Going home arrangements – when parents designate another adult

Parents/Carers should notify the office by 10.00am of collection arrangements when an adult other than the parent is collecting EYFS, Year 1 or Year 2 children. Please email the school office with this information at enquiries@newbridge.bathnes.sch.uk with the subject heading **Revised Collection Arrangements**.

Year 3, 4, 5 and 6 children are able to meet parents and carers without these arrangements being notified.

All arrangements should be made with children before the start of the school day.

Breakfast Club and After School Club

Breakfast Club will operate from 7.45am until the start of the school day – there is a plan to move this to the Lower School Hall. After School Club will operate from the Lower School Hall between 3.15pm and until 5.45pm.

Children must always be booked into these clubs, in advance. Please refer to the school website for booking details at <https://www.newbridge.bathnes.sch.uk/school-life/wrap-around-care>

Parents should call the Breakfast Club and After School Club mobile number to indicate arrival for drop off and collection at this provision.

Transporting pupils to school

Parents and Carers are strongly encouraged to walk to school. Scooters and bikes can be stored in the racks between the office and the field. The neighbouring roads become very congested and can be unsafe when cars are not parked responsibly - please can everyone to be considerate when driving to school, to keep families safe.

Mobile phones

Children are not permitted to bring their mobile phone to school, or for any after school activity.

Please can Parent/Carers not use their mobile phones inside the school building.

Cloakrooms/Possessions

In the Lower School, children will use class cloakrooms. In the Upper School, children will use the main cloakroom, except for Class 6KR who will use a space in their classroom. All personal items should be kept to a minimum and no stationery from home is required. Mobile devices and expensive items are not permitted.

Lost Property

Each term we have a vast amount of lost property which we are unable to return as it has not been named. Please ensure all items are named – uniform, coats, shoes, trainers, bags and lunch boxes. Items which cannot be returned are stored, in the short term, in the cloakroom in the Upper School, or for the Lower School, in a red box in the Lower School Hall.

School meals and packed lunches

If having a school meal, children will eat in the Lower School dining hall. Children in Reception, Year 1 and Year 2, who are having a packed lunch, will also eat in this hall. Children in Years 3 to 6, who are having a packed lunch, will eat in the Upper School Hall. We promote healthy eating and encourage parents to provide a healthy packed lunch. **Please ensure that there are no nut products in any food items.**

The school menu has been revised and is available on the school website at:

<https://www.newbridge.bathnes.sch.uk/key-information/school-meals>.

Please remember that you will need to order your child's meals for the following week, by 11.59pm on the Wednesday before. For example, to order meals for next week (week commencing Monday 9th September), you will need to order these by the end of the day on Wednesday 4th September. For new Reception children, meals will be available to order when the children are admitted at the start of term.

The government funds free school meals for all pupils in Reception, Year 1 and Year 2.

Pupil Premium Funding – eligible by benefit

Families may be eligible to free school meals by benefit, which attracts funding for the school to utilise. If you think your family may be eligible, please contact the school office. If we know that your family is eligible, the school is able to help with funding for activities and school trips.

Fruit and vegetable snacks

The government free fruit scheme will be in place for Reception, Year 1 and Year 2 children at the start of term. Children in Years 3 to 6 can bring their own fruit or vegetable snack from home. These snacks are eaten mid-morning.

Extra-curricular activities

These operate for children in Year 1 to Year 6. The booking forms were released last term and all registers have now been drawn up. There is strict cut-off date for booking clubs and this must be adhered to.

Medication and Medical Needs

Please can parents update the school office, via email, of any medical changes at enquiries@newbridge.bathnes.sch.uk with the subject heading **Medical Needs**.

Only prescribed medication can be administered in school and parents must complete an indemnity form where necessary, which is available on the website at:

<https://www.newbridge.bathnes.sch.uk/school-life/useful-forms> .

Please can parents bring necessary medication to school e.g. inhalers and epi-pens, and hand these to a member of staff. These must be named and in their original packaging.

It is the parent's responsibility to be aware of expiry dates; ensuring all medication held in school is in date.

Meet the Teacher Meetings

As published in the final newsletter of last year, we will hold 'Meet the Teacher' meetings over the next two weeks for all year groups. These will be held on the dates below and will be an opportunity to meet the class teacher in your child's classroom and learn about the expectations for the year group. For those unable to attend, the Back to School information will be posted soon on the class page on the school website at <https://www.newbridge.bathnes.sch.uk/classes>

Year 5 - Tuesday 3rd September 2.45pm

Year 6 - Wednesday 4th September 2.45pm

Year 3 - Thursday 5th September 2.45pm

EYFS – Friday 6th September 11.10am

Year 4 - Friday 6th September 2.45pm

Year 2 - Monday 9th September 2.45pm

Year 1 – Tuesday 10th September 2.45pm

Our Curriculum

On the school website you will find the published curriculum for the academic year, by year group, by subject at <https://www.newbridge.bathnes.sch.uk/about-us/curriculum> .

Request for Absence from school

Absence from school will **only be authorised in exceptional circumstances**.

In order to make a request, a form must be completed at least two weeks in advance of the planned date, if known, and emailed to the school office. The editable pdf can be found at:

<https://www.newbridge.bathnes.sch.uk/school-life/useful-forms> on the school website.

A Fixed Penalty Notice may be issued for unauthorised absence.

Volunteering in school

The school benefits greatly from the volunteer support of parents and community members. We hope to attract more volunteers this year. If you are interested in helping, you will need to obtain a school DBS certificate. Please contact the school office, at enquiries@newbridge.bathnes.sch.uk for further details.

Communication

Parents should communicate regarding any queries or concerns, via the school office at enquiries@newbridge.bathnes.sch.uk or by telephone on 01225 421675/421620. Please can Parents/Carers arrange meetings with staff in advance, so that clashes with staff meetings can be avoided.

The School Newsletter and correspondence

We issue a weekly newsletter every Friday. The link to this document, which is posted on the school website, will be sent to you via email. The majority of correspondence from the school will be electronic, in the form of emails for the whole school, for a year group, for a class or individual. Whilst parents may communicate through social media groups that have been set up, the school has no part in these.

The Newbridge Primary School Association is an active body, which organises community events and raises funds for the school. The NPSA also produces a newsletter. The NPSA has a class representative, who is a parent in the year group, and they will share information with parents about events.

Google Classroom

Each class has its own Google Classroom. Weekly, on a Friday, the class teacher/s will upload a 'blog' about what has been happening across the week, with photographs attached. We welcome parents to make comment on these. The Google Classrooms have been migrated from last year, meaning your child's class will have automatically been renamed for this academic year.

The School Office

This is a confined space and therefore we encourage parents to make full use of the school website to access necessary information, newsletters, forms and to make payments electronically. The school website can be found at <https://www.newbridge.bathnes.sch.uk/> .

Contact details

Please ensure that the school office has your up to date contact details – phone number, email address, home address and two emergency contacts. If these have changed, please email the school inbox at enquiries@newbridge.bathnes.sch.uk with the subject heading **Pupil Contact Details**.

Inset days for the academic year 2024/25

The Inset (staff training) days which fall within the term dates are:

Monday 2nd September 2024

Friday 25th October 2024

Monday 6th January 2025

Friday 27th June 2025

Tuesday 22nd July 2025

Term dates 24/25

You can view the Bath and North East Somerset term dates [here](#) for 2024/25

School Calendar

All dates for the academic year will be published soon. They will be available on the school website at <https://www.newbridge.bathnes.sch.uk/calendar>. You are able to 'subscribe' to the calendar. The dates for the current term are also published on the weekly newsletter.

There are many established routines which enable the school to run smoothly, if you are in doubt of any of these, please ask. Please know that we promote an open door policy, and therefore ask that Parents and Carers raise any queries or concerns they may have with the school office or the class teacher.

Thank you for your support and best wishes for the academic year ahead.



Gill Kennaugh
Headteacher

