



Executive Headteacher Mrs C Adams
Head of School Mr M Cuniffe
northbrookpa.org

Monday 25th July 2022

Dear parents,

New Starter Letter – Reminder of Key Information for September

We are delighted that your child has been offered a place at our school and we look forward to officially welcoming you into the Northbrook family on Monday 5th September.

At Northbrook we work hard to ensure that our children are at the heart of everything we do and we want the very best for them whilst they are in our care. We will work hard provide them the best education and experiences we can during their time with us and we want to remind you of some key information to help ensure they have a successful start with us.

School start and finish times

Our school doors open at 8:45am each morning and all children should be in school by 8:55am. If your child arrives after 8:55am they will need to enter school through the afterschool club entrance and a late mark will be recorded. School finishes at 3:10pm for Reception, Year 1 and Year 2. Whilst Year 3, Year 4, Year 5 and Year 6 finish at 3:15pm.

Reception and Year 1 children will be greeted in a morning by a teacher at the door next to the bike shed. Year 2 and Year 3 children will be greeted at the next door on the infant playground. These are also the doors where they will be collected from each night.

Year 4,5 and 6 children will be greeted at the door on the junior playground and collected each night from the junior playground. There is a numbered post for each class and their class teacher will dismiss from the same place daily.

Uniform

As a new starter we will supply you with a uniform bundle. This will ensure your child will have the branded uniform and PE kit they need. If you have completed a uniform ordering size sheet, we have already ordered your child's uniform. We will be in touch when it can be collected from school ready for your child's start on Monday 5th September.

Please also remember that our uniform and appearance policy states that children should wear grey trousers or skirts and school shoes (trainers are only for PE days). You can find key information on our uniform and appearance policy on our academy website <https://northbrookpa.org/parents-carers/school-uniform> . Our main supplier of uniform is Monkhouse. Orders can be placed online or over the phone. The website and contact details are www.monkhouse.com, Tel: 0161 476 7216 - Monday to Friday - 8.30AM to 5PM, email: web@monkhouse.com. We also have a local supplier,



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01772 421599

enquiries@northbrookpa.org

Bannister Drive, Leyland, Lancashire, PR25 2GB

Impressions in Leyland. They can be contacted on 01772 20431431 or by visiting the Leyland Lane store. Their website is www.impressionsuniform.co.uk.

Before & Afterschool Club

We have a before and after school club on site, which operates from 7:30 am to 5:55pm where your children will be cared for with the same high standards as you will see in school. If you are interested in booking a place for your child please contact the school by email enquiries@northbrookpa.org or by telephone 01772 4421599.

Seesaw, Parent App & Parent Pay

During your child's first few days in school we will check that you have access to the important school systems named above. They will allow you to key in touch with everything that is happening in school and make payments for and school-based activities or school meals.

School Website and social media platforms

Our school website contains lots of key information and can be found at www.northbrookpa.org. It is regularly updated so the information is current. We also have a Facebook page, @NorthbrookPrimaryAcademy, which we encourage you to follow and like the page so you can see our posts. For those of you that use Twitter, our handle is @NorthbrookPrim3. Again, it would be great if you could follow us and keep up to date with what is happening at NPA.

Key Dates:

- Monday 5th September – Start of the new academic year 8:45am (Before school club opens at 7:30am)
- Friday 9th September – school individual photographs.
- Thursday 15th September – Parents' Information Evenings for each class (3:30pm or 4:30pm).
- Wednesday 21st September – Year 6 Consultation Evening.
- Thursday 6th October – Parents' Evening for all classes.
- Week Beg 17th October – Targeted Learning Pan meetings with parents (SEND Support)

Although school is 'closed' for the summer holidays you can still contact us with any general questions or queries on enquiries@northbrookpa.org or by telephone 01772 421599. If we have any missing enrolment forms they have been enclosed with this letter. Please complete and return to the school office as soon as possible.

Finally, we hope this information is useful and helps you prepare for your first year at Northbrook Primary Academy. We hope you and your family have a fantastic summer!

Kindest regards,

M Cunniffe

Mr M Cunniffe
Headteache