

Welcome to Cookridge Holy Trinity Church of England Primary School



Your child will be attending school full-time from now on. Please bring your child to the blue (RWB)/green(RR) dot outside the reception outdoor gate 8:50am where they will be greeted by their class teacher. Parents are not allowed through the gate - please pass any messages on to the member of staff greeting (or you can put messages on Tapestry/via our class email). Please collect your child at 3.20pm (We finish slightly earlier than the rest of school to allow parents and carers time to collect siblings in school.) from the Reception outdoor area (RR parents on Green surface, RWB on blue surface). Please wait outside the Reception area until the gate has been opened by a member of staff. The children will be released from the class teacher when the teacher sees the adult collecting them. Please be patient as it takes a while for us to know all faces.

Please check...

- Have you labelled your child's clothing with their name?
- Have you got a labelled water bottle (filled each day with water only)?
- Have you sent a small photograph for your child's peg?
- Have you shown your child's birth certificate to the office staff?
- Have you set up your Tapestry account?

Other key information:

- In the morning, please stay in the main playground. Please do not enter the reception outdoor area as it will be set up for the day.
- Children must not play on the outdoor equipment before or after school, for their own health and safety as we are not insured at these times.
- They are currently not allowed bikes or scooters in school (will be reviewed later in the year).
- Your child will do PE on Thursday afternoons. We won't be starting PE until we are settled (we will let you know when we are starting). Please send your child in their PE kit on Thursdays once we have confirmed that PE has started.
- School lunches are free for all children until they are in Year 3. Please notify Mrs Griffiths in the office if you wish to change to packed lunches. You can choose your child's lunch at home via SIMS. If you haven't or can't do this, do not panic, we will always go through the choices with the children the day before.
- If your child is having a packed lunch please clearly label their lunch box with their name and class.
- If anyone different is collecting your child, please write a separate note on the relevant day/call the office.
- Please update your details on SIMS if any of your details have changed. E.g. address, telephone number. If you have any issues with SIMS please speak to the office.
- If your child has an inhaler or any allergies/medical conditions, please let your class teacher know immediately as well as filling in this information for the office.

We are so excited to be starting this school year with your children. If you have any questions, please see your class teacher.

Thank you

Miss Wynd - Early Years leader and RWB class teacher (M-W)

Mrs Bowman - RWB class teacher (W-F)

Mrs Rathmell - Class teacher in RR

Mrs Thorogood - Teaching assistant in RWB

Miss Taylor - Teaching assistant (M-W)

Miss Sharrack - Teaching assistant in RR

Reception team direct email: reception@holytrinity.leeds.sch.uk