

# Welcome to Cookridge Holy Trinity Church of England Primary School



Your child will be attending school full-time from now on. Please encourage your child to form a line on the blue dot (RB class) or the green dot (RC class) outside the reception outdoor gate at 8:50am where they will be greeted by their class teacher. Parents are not allowed through the Reception gate – please pass any messages on to the member of staff greeting your child (or you can put messages on Tapestry/via 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 older siblings in school.) Please enter school via the school office gate and form a line in the Reception outdoor area. When you get to the front, please say your child's full name to the teachers on the door and they send your child down the ramp to you. Please exit the Reception area promptly via the wooden gate to allow us to call the next child.

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?
- Have you brought in a labelled drawstring bag containing a pair of wellies?

## 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.
- 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.
- 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 call the office.
- Please update your details on SIMS or contact the school office E.g. address, telephone number.
- 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 very excited to be starting this school year with your children. If you have any questions, please see your class teacher.

Thank you

Mrs Bowman – EYFS lead and RB class teacher

Miss Curtis – RC class teacher

Miss Taylor – Teaching assistant (Mon-Wed)

Miss Sharrock – Teaching assistant

Miss Bottomley – Teaching assistant