



Happy children aiming high

July 2025

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Dear Parent/carer,

Another year over, just where does the time go? I would like to take this opportunity to thank you all for your continued support of our lovely school. It is greatly appreciated.

Six weeks is a long time to be out of routine for children and parents alike so here are some reminders for when we return to school on **Wednesday 3rd September 2024**.

September expectation meetings for parents – As we did last year we are inviting the parents of children from Years 1 – 4 to a meeting with their child's new class teacher as follows;

Monday 8th September -Year 1

Tuesday 9th September – Year 2

Wednesday 10th September – Year 4

Thursday 11th September - Year 3

These meeting will take place at 3pm – 3:15pm in the respective classrooms. The children will be in assembly.

Top tips for wobbly mornings – We will be running a workshop for parents at **2pm** on **Thursday 18th September** in the school hall. This will be run by an external provider and we hope will help in establishing routines for your child and strategies to support your child's emotional resilience. Places are not limited so please feel free to come along.

Drop off and pick up -At drop off parents can wait with their child as they line up. Reception will continue to line up alongside their classroom, Nursery on the EY yard, Years 1,2 and 3 on the main yard and Year 4 on the front yard. Parents collecting children need to stand well back from the yellow line in order that staff have a clear view of who is there to collect. The children are fully aware that they must stay behind the yellow line with staff until the adult responsible for them is identified and they are handed over. We understand that this may sometimes take a little longer in getting your child to you but is absolutely necessary in terms of safeguarding the children.

Parking - Please abide by the signage, park accordingly, stick to the speed limits and be respectful of residents when dropping off and picking up your child/children. This will continue to be monitored externally.

Bikes and Scooters – Children are not to ride bikes and scooters once on the school premises, they must be wheeled to the storage areas. Also, the Early Years bikes and scooters stored on the main yard are not for use before or after school by children.

Contacting staff/key contacts – The following ways are available to contact school

- Phone - 0191 2371218
- Absence email – hello@nhfs.uk or alternatively you can just ring
- E-mail (this email address is for all other enquiries)– admin@nhfs.uk

All emails, regardless of who they are for must be sent to the admin address. This will then be directed accordingly.

Parent/School Communication – Remember we have an open-door policy!

Please follow our open-door approach as it allows us to address any issues or concerns promptly and effectively. This is its intended purpose!

We all do our very best and have the children at the heart of everything we do. We would not be in these jobs if that were not the case. That being said we are human, mistakes can happen. We don't feel it is too much to ask that you please be respectful and courteous in all your communications with school.

For quick queries staff can be approached on the yard at drop off or pick up but if a more in-depth conversation is needed an appointment should be made using the contact information above. We have this in place as we value strong parent/staff communication and relationships.

Scopay – Please ensure that you have read the communications regarding the new payment app and that you have activated your account ahead of the new school year. Please note that our current system will not be accessible from Saturday 19th July 2025.

Before and after school provision – Sessions run from 7:50am – 8:50am and again from 3.20pm- 6:00pm. All sessions must be booked and paid for via Scopay. We currently have 20 places per session for before school club and 30 places for after school club.

Year 4 Walking Home – Year 4 children will be permitted to walk home from school in the summer term only.

Uniform – Children are expected to be in uniform every day and to wear **PE kit** on the days they have sports. These days will be confirmed by class teachers when the children return in September. We have a limited second-hand uniform in school. This is in good condition and can be obtained as needed. A small donation is welcome but absolutely not essential.

Jewellery and Earrings – Children are welcome to wear watches and stud earrings in school. However, these must be removed for PE sessions. If your child is unable to take their own earrings out and put back in then we advise they do not wear them on the days they have PE. If your child gets their ears pierced during term time they will only be permitted to partake in PE if they wear plastic retainers in place of the earrings, covering with plasters is not permitted as it still poses health and safety risks to the child wearing them and others. We really appreciate your co-operation in this matter.

Reading – Reading book and reading records need to be in school **every day**. It is extremely important to hear your child read regularly and we ask that you sign their reading record to indicate that you have done so.

Water bottles – Please see the attached policy regarding water.

Toys in school – Children are not permitted to bring toys into school. Equipment will be provided by school for use at break times.

Parents in school – We are always keen to get parents involved in school, supporting in class, hearing readers, sharing skills and talents etc. If you are interested in volunteering please get in touch.

Fundraising is vital to schools in the current economic climate and funding crisis. Parental support in relation to fundraising is essential in order to ensure that provision at New Hartley is the best it can be. This can take many forms and does not always need to be a monetary donation. Donating some of your time to support/organise events or to help out with school trips is equally beneficial. We desperately need people to join forces and support our lovely little school. We also like to show our support for charities. The most appropriate and meaningful charity for our children is Children in Need and we will therefore be supporting them again next year.

Attendance – Our attendance policy is on the website. School starts for all children at 8:50am. Please ensure your child is on time so that they benefit from all of the learning time in school. Any 'Leave of Absence' must be submitted to school using the online form on the website.

Website – We hope you have all managed to have a look at our new website. It is our intention that the website is the first port of call for all parents regarding information. There is a new section which is a 'Virtual Office' whereby you can access all forms electronically, copies of any letters and dates of events etc. Moving forward we request parents check the website before contacting school

Open Door Policy - I have an open-door policy and find conversation is much less open to misinterpretation and therefore unnecessary worry on either part. Whenever contacting our school, it is always fair to remember that if you wouldn't say it in conversation you should not be putting it in writing. In the first instance any concerns or issues should be raised with your child's class teacher and please remember that your child's version of events is not always exactly the correct version of events and we need the opportunity to discuss this.

If you are not satisfied that your concerns have been listened to and addressed then you can contact myself, again it is preferable to have a face to face or telephone conversation.

I sincerely hope that none of the above will be necessary but if it should be the case the rest assured it will be dealt with.

That just leaves me to say have a wonderful summer!
See you all in September.
Kindest regards,

Mrs K Dowdney