

Dear Families,

We are looking forward to welcoming you all back at the start of what we hope will be an exciting and successful term ahead. We hope that you have all enjoyed a wonderful summer break and are feeling refreshed and ready for the new school year.

A particularly warm welcome goes to all the new children and families who are joining our Park Lane community this year. We are delighted to have you with us and look forward to getting to know you and working together as part of our school family.

Here are a few reminders as we begin the new term:

Gate Opening Times

Laurels: 8:30–8:45am. Please note classroom doors will not open until 8:35am so you have plenty of time to arrive. This allows children time **to walk safely and calmly** across the school site to classrooms. Children are expected to be walking with their parents at all times and not running on ahead!

Afternoon gates open from 3:05pm. Children are dismissed at 3.15pm.

We politely request that you do not exit via the School Road gate at any drop off to ensure the safeguarding of all children at all times.

Scooters and bikes must be walked across the site at all times, this includes pre-school children too.

Limes: 8.45 – 8.55. Children should not be left on the playground unattended at any time.

Year 4 will continue to enter school via their Chapel Hill Side Door.

Afternoon gates open from 3:20pm. Children are dismissed at 3.25pm.

Mobile phones should ONLY be brought into school if your child is walking to or from school alone. This must be pre-agreed with parents & school. ALL mobile phones MUST be handed straight to the class teacher on arrival. Children are not permitted to wear smart watches to school.

Snacks & Lunches:

Children should be provided with a healthy snack every day. This can vary to include fresh fruits or vegetables, hard cheese, snacking meat products, bread sticks or yoghurts for example. Crisps and small treats are not permitted to be eaten at break time and should only be eaten as part of their lunch. Please provide a water bottle for your child with fresh water. Children need access to a drink throughout the school day.

Please note we are a nut free school due to some children's allergies. Please be mindful and respectful of this.

Uniform and PE kit

Please ensure your child wears the correct uniform across the week. PE kit is only permitted on PE days. This kit should be plain with no logos or pictures in the colours; green, white, black or grey. Children are expected to wear appropriate tailored skirts, shorts or trousers.

NO Jewellery should be worn to school on PE days as for Health & Safety reasons it should not be worn. If your child can't take their earrings out, we kindly request you provide them with some micropore tape so they can be covered.

Google Classroom

Hopefully you have all seen your child's new google classroom for the upcoming year. Please remember to visit this page regularly for any year group updates about classroom learning. You can access all curriculum learning plans for your child's year group on the website in the coming weeks – remember to check this out. It will help build conversations between you and your child.

Contact with school

We continue to politely request that all communication be sent through the admin email address. This ensures messages are picked up in a timely manner. We can't guarantee when teachers will look at their emails as obviously within the school day teaching and direct contact with the children is their main priority.

If you have any SENCO concerns and would like to contact Mrs Billington you will need to contact the admin team for a SEN TRIAGE form. This will ensure your questions or concerns are directed quickly to the most appropriate member of staff.

Some helpful email addresses:

Laurels: admin@parklane.reading.sch.uk

Limes: adminlimes@parklane.reading.sch.uk

Mrs McDonagh: head@parklane.reading.sch.uk

Mrs Roberts – Laurels Team Leader: hroberts@parklane.reading.sch.uk

Miss Doswell – Limes Team Leader: ldoswell@parklane.reading.sch.uk

Sickness & Attendance

If your child is sick and will be absent from school, please make sure you inform us the morning of that day. This can be via phone, email or parentmail to the required admin team. If you have not made contact with us before 9.30am, we will need to contact you. You should continue to inform us each day your child is absent.

We monitor attendance closely and like to work alongside families before patterns or concerns start to arise as we know attendance is closely linked to attainment.

Gold Certificates

When a child receives a Gold Certificate, they are entitled to wear their own clothes to school. However sensible footwear must be worn - **no crocs or high heels!** Children may also enjoy a personalised Gold Day on their birthday. If their birthday falls on a weekend, they may use the Friday before or Monday after.

Thank you, as always, for your continued support and partnership. We are looking forward to seeing you all tomorrow!

Best wishes,

Mrs McDonagh and The Park Lane Team