



Enjoying our learning...
...aiming for excellence.

Bells Farm Primary School
Bells Farm Close, Druids Heath
Birmingham B14 5YG
Tel: 0121 675 8666
Headteacher: Miss T Williams

Behaviour for Learning: Pride

Value Word: Responsibility

Dear Parent / Carer,

We have had a wonderful start to the year. It has been so lovely to welcome you all back and hear about the exciting times the children had over their holidays!

I would like to welcome our new Reception parents and families who have moved to join us this year. There is a lot of information in this first letter that is particularly relevant for you.

Medication

It is extremely important that we have inhalers and emergency medication in school as soon as possible. You can hand these to a member of staff on the door. All inhalers should be in the original packaging from the doctor and labelled clearly with their name. Children we are aware of having asthma have been given a new form to complete.

Our new parents will need to visit the school office to collect a form and hand in any medication. As always, if there are any changes to your child's health throughout the year, please do let us know.

Uniform

I know many children will have grown over the holidays and you may have purchased new school uniform for them. If this is the case, please ensure all items of clothing are fully labelled with your child's name. We understand it is frustrating for parents when they come home without their jumpers and cardigans, but it is extremely difficult to ensure they look after them when they don't have names on.

Please ensure your child is wearing plain black school shoes unless you have had a separate conversation with me. I would also like to remind you that children should not wear earrings to school other than small studs. I have attached a short version of the uniform policy to this email for your reference.

I would like to remind you it is **vital** that you label all items in their school uniform. When the children do their PE lessons, they fold their clothes and put them on their chair, but there is obviously the potential (particularly with the younger ones) for items to get mixed up whilst they are getting changed.

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They do also take their cardigans and jumpers off with the changing temperature, so these items must be labelled.

All teachers have a permanent marker available in class to write your child's name or initials on the label if you wish them to do. Please tell your child to ask their teacher or pass the message on to the person on the door in the morning if you want us to do this. We know how frustrating it is for parents when you have bought brand new uniform and they lose a cardigan or jumper or other items in the first week but there isn't much we can do if it doesn't have their name in it. Let's work together to have less lost property this year!

Belongings in School

- Reception and Key Stage 1 should be bringing a book bag to school with them each day containing their reading book and reading diary. They should also bring a water bottle.
- Children from Year 3 up to Year 6 may bring a backpack. The contents of this should be a reading book, water bottle and their PE kit.
- Children should **not** bring toys, keyrings or any other knickknacks from home on their bags or in their bags. They do **not** require any other equipment including pencil cases.
- Children should not be bringing money or any other valuable items into school. If your child in Y6 brings a phone because they walk home on their own, this must be dropped to the school office in the mornings and will be given to your child as they leave school for their journey home.
- I would also like to take this opportunity to remind you that children are not permitted to wear smart watches in school.

Meet the Team

We would like to invite you into school on Tuesday 8th September at 9:00 or 3:00 for our **new parents (Reception or new to school)**. This will be a chance for you to meet key members of staff who are available in school to offer support. We are keen to ensure relationships with parents are positive and that you understand we are able to help and support you in lots of different ways, in the best interests of your child. You will have the chance to meet Miss Hackett our Family Support Coordinator, Mrs Hudson our SENCo and Mrs Johnson our Learning Mentor. Tea and coffee will be available.

Water bottles

I would like to remind you that water is obviously always the preferable option and so if your child will drink water then please do send water in their bottle. However, no added sugar squash

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is also acceptable as we do understand some children will not drink plain water. We would always rather a child have a drink than not want to drink. Please remember their bottle should have their name on it.

I would like to respectfully remind you that oversize bottles should **not** be brought into school. Neither should bottles be made of glass or any other potentially dangerous materials. The water bottles need to be kept in the classroom in trays and the oversized bottles do not fit in these trays therefore causing issues with space in the classroom. If your child finishes their water bottle during the school day, they can always refill it.

School App

We are aware there have been a few issues with the school app and are liaising with relevant people to solve these ASAP. As soon as it is running correctly you will need to use it for all Breakfast Club, After School Club and lunch bookings. You will need to book your child's lunch via the app or they will be defaulted daily to option one. It is a huge admin task for both the office and teachers when there is no booking in place so please do support us with booking your child's lunch. If your child is going to have a packed lunch every day please book this on the app this term and once Pauline in the office is familiar with those children who have packed lunch every day, she will update moving forward. Please ensure you book a vegetarian lunch if your child is vegetarian. Thank you for your support with this.

If you are using Breakfast Club or After School Club you should have completed our home school agreement in order to use these facilities. Please collect an agreement from the school office and read and sign it before making your first booking. This is particularly important for new Reception children who may be more unfamiliar with our processes.

PE

It is **vital** that your child has a **full** PE kit in school for both of their PE lessons. We would **highly recommend** that your child leaves their PE kit in school for the half term – particularly in the younger year groups. We will send PE kits home at the end of each half term for washing. Time is lost in PE lessons when kit is missing, so please do ensure your child has everything they need in order to make the most of their lesson time.

Reception	Wednesday
Year 1	Tuesday and Thursday
Year 2	Tuesday and Thursday
Year 3	Monday and Tuesday
Year 4	Tuesday and Friday

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Year 5	Tuesday and Friday
Year 6	Tuesday and Wednesday

Staff Availability

Please remember myself and Mrs Hudson on the back door every morning while Miss Hackett, Mrs Moore and Mrs Johnson are on the front door. You will be unable to speak to a teacher at the start of the day so please do pass your messages onto one of us and we will ensure they reach the class teachers as soon as possible.

Class teachers are available at the end of the day for any quick queries but should you wish to have a longer conversation about anything regarding your child or their education then please make an appointment by the school office to speak to them. At the end of the school day, we often have staff meetings and it is therefore not possible for a teacher to speak to you immediately.

Thank you for your understanding and cooperation.

Reminders

- Classroom doors will not be open in the mornings. All children must enter school via the front entrance or the playground entrance.
- Please ensure you book After School Club (24 hours notice) and Breakfast Club (48 hours notice) if you need to use it.
- All children must be collected promptly at 3:30 from their classroom door. Any child not collected by 3:35 will be taken to the school office. A member of staff will then take them to After School Club and you will be charged for this. If you are running late, please call the school office and let us know. If your child is being collected by someone other than yourself, please inform the school office by 2:00 so we have time to inform staff.
- Class newsletters will be sent home on Friday 11th September to share information regarding the curriculum your child will experience this term. Further information will also be available about our school curriculum on the school website from Monday 14th.
- If your child is in Year 6 and you wish to give them consent to walk home alone then please do so by filling in the consent form. If you need another form, please visit Pauline in the school office. Please note children in other year groups will not be permitted to walk home alone in any set of circumstances. As a school, we have a duty of care when we release children and our policy is that all children up to the end of Year 5 must be collected by an adult. I would also like to remind that children should be brought into

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school by an adult – we have no responsibility for your child until we see you and they come through the door or gate.

- Please remember we ask that parents do not park at the front of school when dropping children off or collecting. There is ample parking on Brockworth Road and we do not own the land at the front of school.
- Please ensure you book a vegetarian lunch if your child is vegetarian.
- If you are struggling with anything at all – come and talk to us!

Kind regards,

Miss Williams
Headteacher

Dates for your Diary

* Please note – changes and additions are highlighted

Monday 7 th September	Reception full time	Details given
Tuesday 8 th September	Meet the Team meeting 9-9:30 and 3:00-3:30	For new parents
Tuesday 6 th October	Y3 Maths Workshop	Details to follow
Wednesday 21 st October	Parents' Evening	Details to follow
Tuesday 10 th November	Y4 Maths Workshop	Details to follow
Tuesday 17 th November	Y5 Maths Workshop	Details to follow
Tuesday 24 th November	Y2 Maths Workshop	Details to follow
Tuesday 1 st December	Y6 Maths Workshop	Details to follow
Tuesday 8 th December	Y3-Y6 Theatre Trip	Details to follow

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