



Headteacher: Mrs Kelly O'Connor

Dear Parents and Carers

Welcome to Alfred Lord Tennyson school, we are delighted that you have chosen to join us. Please find information below regarding arrangements for your child/children.

**Class Arrangements:**

	<b>Teachers</b>	<b>Teaching Assistants</b>
EYFS -Nursery and Reception Donaldson Class	Mrs McCaughey	Mrs Brown Miss Lawrence Mrs Sturman
Year 1 Ahlberg Class	Mr O'Ceallaigh	Miss Lawrence
Year 2 Rosen Class	Mr Butler	Mrs Samuels
Year 3 Blyton Class	Miss Shelley	Mrs Maple
Year 4 Dahl Class	Mrs Parker	Mrs Jones Mrs Watkins
Year 5 Blackman Class	Miss King	Mrs Kingsbury Ms Wilmott
Year 6 Shakespeare Class	Mrs Appleby Mrs Smith	Mrs Ebsworth



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**Support Staff:**

	<b>Infants Site (Tennyson Road)</b>	<b>Juniors Site (Alfred Street)</b>
Lunchtime Supervisors	Miss Lawrence Mrs Samuels Mrs Brown	Mrs Wills Mrs Ebsworth Mrs Kingsbury
Early Morning Club Supervisors	Mrs Brown Mrs Sturman	Mrs Bunker Mrs Hall
Class Cover	Mrs Sturman	Mrs Pearson
Sports Coach	Mr Cox	Mr Cox
Family Support Worker	Mrs Bunker	Mrs Bunker
Learning Mentor	Mrs Hall	Mrs Hall

**School uniform and PE kit:**

Polite reminder that children will be expected to adhere to the uniform arrangements—please see previous communication regarding expectations. Logo uniform is now available to buy from Rock-it <https://www.rock-itpromotions.co.uk/products/school-shops/alfred-lord-tennyson-school/alfred-lord-tennyson-school> . Please ensure all uniform is named.

EYFS children will need to bring their PE kit to school in a named PE bag. We recommend that this stays in school all half term and is then sent home to be washed in the holidays. KS1 and KS2 children will be expected to arrive at school in their PE kits on their PE days. Information regarding PE days will be communicated the first week back in September. Swimming lessons for KS2 will not begin until the Spring Term. Please ensure that earrings are removed on PE days. Staff are not able to remove them and children are not able to wear them for PE.



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### **Early Morning Club:**

Early Morning Club runs from 8:30am to 8:45am at both sites for a cost of £1.00 per morning. There is **no charge** for parents who have sibling at our other site. During Early Morning club, the children are supervised and can take part in a range of activities. Please note that breakfast is not provided.

Places are limited, therefore, bookings will need to be made on our on-line booking system, on a weekly/monthly basis. If no payment is received for your child/children, then the school reserves the right to withdraw the place(s).

### **Arriving for School:**

The school gates are open for pupils from **8.45 am at Junior site and 8.50am at the Infant site** and we request that parents do not come into the school building. Children should be accompanied to school by an adult and dropped at the gates or on the playground. Parents need to supervise their children until the children go into class. Year 6 may walk to school unaccompanied if parents/carers have completed a permission form. **The school gates will be locked at 8.55 am.**

All pupils need to be in class by **8.55 am** ready for registration. Pupils arriving after **8.55 am** will be marked as late in the register, and will need to sign in at the school office.

Lessons start at **9.00 am**. Pupils arriving late after the registers have closed are recorded as having an unauthorised absence for the morning session. This will have an effect on their overall attendance.

### **Home Time:**

EYFS and KS1 children finish at **3.15pm**. KS2 children finish at **3.35 pm** and children will be escorted onto the playground by their teacher. EYFS and KS1 children must be collected by an adult and Year 3, 4, and 5 pupils must be collected by an adult or secondary aged sibling. In September you will be asked who will be the main people collecting. If this changes at all, please inform the office.

If you anticipate being unexpectedly late to collect your child at the end of the day, please telephone the school so that we can make arrangements for their supervision. You will need to collect them from the school office.

If your Y6 child needs to bring a mobile phone into school because they are walking alone, the phone must be handed in daily to the class teacher and a consent form completed.

### **Attendance:**

Parents and carers are asked to contact the school either in person or by telephone on the morning of any absence from school through illness. Until we have been given a reason for an absence by a child's parent or carer the absence has to be recorded as unauthorised.

Whilst we appreciate that it is not always possible to make medical or dental appointments outside of the school day, we ask parents to try to do this, particularly if the appointment is of a routine nature. If it is necessary for a child to attend an appointment during the school day, the school should be notified in advance.

Taking children home from school before the end of the afternoon session is also considered to be an absence, and will usually only be authorised in the case of an emergency or an appointment for which the school has received advance notification.

**It is also important that pupils arrive at school punctually so that they do not miss learning opportunities.**

Children absent from school for holidays will be recorded as having unauthorised absence from school and referrals may be made.



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### **Water Bottles:**

There is a proven link between the consumption of water and the ability to concentrate. There is water available at playtime and lunchtime. Pupils are required to bring a named plastic bottle into school to fill with water daily so that they can have a drink throughout the day.

### **Snack Expectations:**

The school works hard to encourage all pupils to adapt a healthy lifestyle. EYFS and KS1 children will have fresh fruit available to them daily. This is provided to all EYFS and KS1 children in England by the Government as part of a funded scheme.

In KS2 we provide a tuck shop selling fruit and vegetables such as apples, oranges, melon, bananas is available to all pupils at playtime for a cost of 10p or 20p, and is run in the hall by pupils. This needs to be ordered and paid for via our apps in advance.

Pupils are welcome to bring in fruit (berries, apples, oranges, tomatoes, raisins, bananas) or raw vegetables (carrot, pepper, snap peas) or rice cakes to school to eat at playtime. Pupils should not bring other snacks and we would encourage you to support our healthy eating at lunchtimes too please.

### **Meal Provider:**

Children in EYFS and KS1 are entitled to a free school meal funded by the Government. Currently these meals are provided by Dolce and need to be ordered in advance.

KS2 meals are available to purchase for lunchtimes from Love Food. They must be ordered online <https://booking.lovefoodltd.com/>

Please ensure you order your meals before 9.00 am on a Monday for the week ahead. Parents of children entitled to Free School Meals also need to order on-line.

We are currently trying to put into place one provider across both sites. If the provider changes we will communicate this to you over the summer break.

### **Clubs:**

We currently do not offer after school provision however we aim to provide a range of extra curricular activities during lunchtime or after school throughout the school year.

These can include art club, language and culture club, crochet, gardening, choir and a range of sporting clubs. We aim to provide these at a low cost (or funded where possible) to our families and details will be sent out the first week back in September.

### **FOALTS:**

In September, we will be looking to set up a Parent Teacher Association which will be named Friends of Alfred Lord Tennyson School (F.O.A.L.T.S.)

We hope that this will consist of a group of parents who support the school with extra-curricular events such as Sports Day and hold a range of events for children and families of Alfred Lord Tennyson School whilst at the same time raising money that can be spent on enrichment for the school. Events include, school discos, Film nights, Frozen Fridays and the Summer Fair.

Monies raised have so far contributed towards school trips, play equipment, Year 6 leaver gifts and i-Pads for the whole school.