Welcome back to Marlfields Primary Academy to all our existing pupils and staff, and a very warm welcome to our new arrivals. We hope that you will enjoy the time that you will spend within the Marlfields Family. If you have any worries or concerns we are always here to help you in any way if we can; please don’t be afraid of contacting us.

**THANK YOU**

We would like to thank everyone for supporting us this week with the new arrangements; we are still all learning every day and going with the flow of all that is evolving with regards to safety etc. The local PCSO will be supporting us regularly as possible to ensure that all are safe whilst waiting on Waggs Road.

**DINNERS**

Please note that we are a ‘nut free’ school, due to a number of our children having serious nut allergies. Please ensure that you do not include any nuts or nut based products when preparing your child’s packed lunch or snack.

As you are aware we are offering all children a school lunch every day, which is **free** until October half term. This is not a government initiative but ours with the cost being born from our own budget which the School Governors hope will support our families returning to school this year in the extraordinary circumstances we find ourselves in.

If you are taking up this offer please be aware you will need to order through the Dolce system to access. If you are unable to, or do not have a Dolce account please contact Mrs Yoxall in the school office and she will be more than happy to assist you.

You may wish to write to the Governors of the school to thank them for their support to your family for this offer.

**PUPIL REGISTRATION PACK**

This year we are sending out to all parents a Pupil Registration Pack. The details included in it will follow your child throughout their time with us at Marlfields. Should there be any changes, once you have returned the form please inform the school office in writing in order for us to ament our records.

Each child **MUST** have their own Registration Pack.

Please take the time to fill it in with your child’s details, especially your contact details and details of other emergency contacts which we may need should your child become ill or we need to contact you for any reason. Please return you completed form(s) by Monday 14th September.

**SAFEGUARDING**

***If someone other than yourself should come to school to collect your child at the end of the day please inform the class teacher or the office who will be collecting.***

If we have not been notified we will not allow your child to leave school with that person until we have contacted you for verification which can cause consternation for whoever is collecting your child, yourself and indeed us, so please help us to help you by letting us know in advance. Similarly if you wish to allow your child to walk home on his/her own we need to have a letter from you indicating your wishes.

Children may bring their own lunch in a disposable bag should they wish.

Please note that children will eat their lunch in their classroom, supervised by a staff. They will then access outside playtime (at staggered times), and will remain only with the other children from their bubbles.

**NON-ATTENDANCE**

The Government desire all children to be back to and regularly attending school; if they are not we need to remind you that they may fine you if your child is not in school. Each day we have to provide absence figures, so they are monitoring the situation.

**ABSENCES during term time**:

The Governing Board are following Government guidance have that authorisation **will NOT be given for ANY holidays taken in term time** unless there are extra-ordinary circumstances.

Requests for authorised absence must be made in writing in advance of the absence. Fixed Penalty Notices can and may be issued by the Local Authority for unauthorised absences. The school has a statutory duty to monitor and challenge absences, reporting these to Local Authority.

Absences for medical or dental appointments will only be authorised if an appointment card or letter, reminder text message or evidence from the doctor/dentist is provided, and then only ½ day absence will be approved.

**Absence means missed learning.**

**Illness**

**Please call 01260 633120 *before 10:00am* to report your child’s absence.**

School will contact you via text message or phone if a message has not been received by that time. Failure to inform school of a valid reason for your child’s absence may result in you being contacted by the Educational Welfare Officer, with the possibility of a Fixed Penalty Notice being served.

Following their illness, should your child be well enough to return to school, but still require antibiotics, please try to space the doses so that the medication can be given at home wherever possible.

**School Uniform**

Parents are reminded that Marlfields has a uniform and that children are expected to wear this at all times.

Uniform forms are available from the office or it can be e-mailed to you should you wish to place an order.

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| **Uniform**  Red sweatshirt with logo  Red polo shirt with logo  Grey tartan kilt for girls  Dark grey trousers for boys/girls  Grey tights/white socks for girls  Sensible black school shoes (**no trainers**). |  | **P.E. Kit:**  A red T-shirt with logo  Dark, preferably Black shorts  Black pumps for indoors P.E.  Trainers for outdoors P.E.  School logo track suit for outdoorP.E.to be worn on P.E. days |

**Please note: we can support, if needed, with the cost of uniform. If you need assistance, please call**

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| **SCHOOL HOLIDAYS**  **2020 – 2021** | | |
| **School Opens School Closes** | | |
| **Autumn 1** | **02.09.2020** | **23.10.2020** |
| **Half Term** | | |
| **Autumn 2** | **03.11.2020** | **18.12.2020** |
| **Christmas Holidays** | | |
| **Spring 1** | **04.01.2021** | **11.02.2021** |
| **Half Term** | | |
| **Spring 2** | **22.02.2021** | **31.03.2021** |
| **Easter Holidays** | | |
| **Summer 1** | **19.04.2021** | **28.05.2021** |
| **Bank Holiday** | **Monday 3rd May 2021** | |
| **Half Term** | | |
| **Summer 2** | **08.06.2021** | **21.07.2021** |
| **INSET Days**  **01.09.2021, 02.11.20, 12.02.21, 01.04.21 & 07.06.21** | | |