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Federation of Schools

Small Schools, Big Opportunities

4th September 2024

Dear Parents and Carers,

Reminders for September 2024

Set out below are our school expectations and some useful reminders:-



Opening Times - The drop off window has now changed to ***8.40am - 8.50am***. Our school day will still end at 3.20pm.

Junior School Office - The Junior School office will be temporarily closed. During this time, we kindly ask that **all communications and procedures be directed through the Infant School office**. This includes:

- Dropping off any medication for your child.
- Addressing any queries you may have.
- If your child has attended a medical appointment and is returning to school, please bring them to the Infant School office, where a member of staff will collect them and escort them to the Junior School.
- If you are collecting your child, please go to the Infant School office, and a member of staff will bring your child to you.

Thank you for your understanding and cooperation during this period.

Pick up - If there are any changes to the end of day collection arrangements, this must be communicated via the school office.

Attendance - Learning is at the heart of everything we do at The Coastal Together Federation but children cannot learn if they are not present in school. For a child to reach their full educational achievement, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Request forms are available from the school office.



Reporting Absence - You must telephone the school if your child is absent **before** 9.20am, failure to do so will result in their absence being unauthorised. You can leave a message on the voicemail 01263 720401 option 1 detailing your child's name and the reason for absence.

Outdoor Play Equipment - Please help us keep the children safe and ensure that they ***do not*** climb or play on the outdoor equipment or get out the playground resources during drop off and pick up.

Scooters and Bikes - Please ensure children do not ride bicycles or scooters whilst on the school site. They must walk with their bike or scooter as they enter or leave the school grounds.



Accident Reports - If your child experiences a more serious minor injury at school, like a head injury, deep cut, or sprain, you will receive an accident report sent home with them. You might also receive a text letting you know that your child received first aid. In cases of head injuries or other significant injuries, you may also get a phone call, depending on the situation. For minor injuries, such as a small cut, your child will receive first aid, possibly including a plaster, but no accident report will be sent home.

School Uniform/PE Kit - Please follow the link for guidance of our school uniform. Items can be purchased with a discount from School Money or directly from Birds of Dereham. Please note we do not hold logoed items in stock, when you place an order on school money it will be placed with the next scheduled order. Our order dates for this year are as follows:



Order Cut Off 1 - Friday 4th October 2024 for delivery in November 2024
Order Cut Off 2 - Friday 14th February 2024 for delivery in March 2025
Order Cut Off 3 - Friday 25th April 2025 for delivery in May 2025
Order Cut Off 4 - Friday 6th June 2025 for delivery in July 2025 (last order before the 25/26 academic yr)

Lotion/Sun Hats/Raincoat - Please apply sunscreen before your child comes to school and provide them with a named bottle so they can top it up if needed. Please always provide a sun hat and raincoat as the weather is so changeable and we will go out whatever the weather.

Free School Meals/Pupil Premium - Families who receive certain benefits may be eligible for Free School Meals together with subsidised school trips & visits, additional sports clubs and other activities. You can either contact the school office for a form to complete and return to us or complete the online application Free School Meals.
Please Note: It doesn't matter what year your child is in as it may be the reduced trip prices that you will benefit from.

School Money - As always, you need to book everything via school money e.g. clubs, lunches, trips and events etc. This is really important and assists us with staffing ratios and purchasing produce, so failure to book may mean we are unable to assist you.

School Lunch Bookings - We offer a comprehensive lunch menu which is free to all children up to and including year 2. The meals include a hot main and vegetarian option, a jacket potato option and/or 2 snack pack options daily. All meals must be ordered using the online system, Please log onto the Teachers2Parents App to place your order.

Cut off for ordering lunches: We will no longer be sending reminders for parents to book their child's lunches unless there is a special themed menu. Every Sunday at 6pm the following week's lunches will be taken offline and no more bookings can be made.



This is to ensure that our kitchen staff are able to plan and order the correct amount of food required for the following week. If you have not ordered a lunch then the school admin team will contact you and you/a family member or friend will need to bring in a packed lunch to the office before 12pm for your child.

Packed Lunches - We are a **NUT FREE** school. Please check any pre packed items in packed lunches as they often have nuts or nut derivatives in them i.e. cereal bars/peanut butter, chocolate spread etc We have several children and staff who have life-threatening allergies to peanuts and/or other nuts.

If you are sending your child in with a packed lunch from home, we do understand it can sometimes be tricky if children will only eat certain foods, however, please leave treats such as chocolate bars, crisps, sweets and fizzy drinks to be consumed at home.



Water bottle - Please send your child in with a water bottle daily to ensure they keep hydrated. Please ensure this is filled with water ONLY, squash or juice is not permitted. Children can have a separate bottle with their packed lunch that can contain flavoured water or juice.

If you have any questions please do not hesitate to contact the school office on 01263 720401.

Sophie Bugg
Head of Schools MIJS