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| Autumn 1 2016-17 | September 2016 |

**Change of contact information**

Dear Parents/Guardians

May we remind parents the importance of having the correct contact information for your child. Should any information change such as address, contact telephone numbers and work contact details you must inform the school office. This is an essential part of our safeguarding procedures for your child.

**Open evening – Wednesday 19 October**

This event is for a short meeting with teachers to find out how your child has settled into their new class and for staff to share any ideas around support you can give at home. It is well documented that where parents and school collaborate closely in partnership; the child  makes much better progress. Please look out for your booking form. If you want an early appointment you must respond quickly and know that you will not be able to park in the staff car park. (see below)

**Events**

As part of the increasing responsibilities of the children and to aid learning many of our events will be organised by classes of pupils. Please look out for individual letters from the children for the following- request for produce for Harvest- assembly this Thursday. The Super heroes and Macmillan coffee afternoon (both in the same day – Friday 7 October)

**Netball**

We are looking for volunteers to run an after school or lunchtime netball coaching club for all pupils wishing to attend. A small remuneration may be considered for anyone willing to give up their time to support the school. If you are interested or know anyone who is, can you please inform the office.

**Lost property**

We continue to have a large amount of lost property without any names inside. The new system will be in place from the end of this week. A box is created with current lost property – labelled week **one**, at the end of the week it is transferred to a second box labelled – **week two**.  If there are things in the box at the end of week two they all go out to charity. In this way we will keep the lost property down. PLEASE WILL YOU LABEL YOUR CHILD’S SWEATSHIRT.

**Parent View**

We would like to know your views on our school. Please can you visit Parent View at:

parentview.ofsted.gov.uk

On the page you will see a jigsaw puzzle piece labelled ‘give your view’. Please click the link and you will be asked to register if you don’t already have an account.  We would really appreciate your views and thank you in advance for taking the time to complete this.

**Safety barrier**

As you will know from previous communications we have put a safety barrier in place at the start of our staff car park. Health and safety experts have assessed the risk of accidents to children in this area whilst vehicles are accessing it at the beginning and end of the school day as unacceptably high. Despite robust efforts and conversations regarding the safety of pupils some parents still insist on dropping off or picking up their children in this car park therefore we have had to take this drastic and expensive action. School starts at 9.00 am and we welcome children into the playground when staff are on duty from 8.50 am. Parents need to ensure their children are on time to join their class line. Being late is never an excuse for putting children’s lives in danger.

No access will be available to parents between 8.30 am and 9.15 am and between 3.15 pm and 4.00 pm. Parents should continue to use the parent’s car park until the gates are locked at 9.15 am and opened again at 3.15 pm. During the day if urgent appointments require it the office staff will operate the barrier for parents. In this case please be very aware of your speed entering St Thomas Close and into the school grounds.

May we remind Parents that they must not use Humberston Park School car park to drop off or collect any children from our school. Please understand that this will not be allowed as this is also an unsafe place to park and causes difficulties for vehicles at their school.

Humberston Park will challenge any vehicle that does not carry a Cloverfields staff parking permit and you will not be admitted to park or drop off/collect your child(ren). Humberston Park School will report to ourselves any unacceptable behaviour.  The Governing body at both schools are united in their attempts to keep all children safe and we expect **all** parents to follow the procedures above.

We are fortunate to have a parent car park, many schools do not, please can you co-operate and use it respectfully.

Thank you for your support.

Mrs C Spruce

Principal