



# Glenleigh Park Primary Academy and Nursery

Ms L Barnard – Headteacher

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Dear Glenleigh Park Families

I hope you have had an enjoyable summer break. We are looking forward to welcoming our Nursery pupils and children in Year 1 to Year 6 back to school on Friday 4<sup>th</sup> September. We are also very excited to be welcoming our new Reception class in for their taster sessions, ready to start school full-time on Monday 14<sup>th</sup> September.

So that we can have a super successful year, I would like to take a moment to remind everyone of our school's important policies and expectations for the upcoming academic year. These reminders will hopefully ensure that everyone has the information that they require and that we can continue to develop good relationships with our families as well as the local community.

## **Drop off and pick up times:**

We are attaching a map showing the drop off point for your children marked with a purple arrow. Just a reminder that drop-off time is between 08:30-08:45 and pick up time is at 15:15. In order for us to ensure that we are building independence for our children please can we ask that all families of children from Year 2 upwards leave their children at the bottom of the pathway (marked on the map) in the mornings. This reduces congestion at the door and ensures we can safeguard the children already in the building. If your child is in Year 1, then we understand that your child has a different access point to the school this year and therefore please feel free to bring them to the door for the first week and then we would like to ask that you also remain at the bottom of the pathway to support our safeguarding procedures.

## **New Early and 8am Breakfast Clubs:**

Details of booking these have been sent to parents via email with booking via Arbor by 16:00 on the day before. Please ensure you follow the information you have been provided for dropping off and ensure you child is signed in on the register at the gate. We really look forward to seeing many more children accessing our new free provision. Please remember that we are no longer able to offer bagels to children on arrive to school at 08.30 as this scheme has now finished.

## **Behaviour Expectations:**

We believe in creating a safe and respectful learning environment for all our pupils and staff. We expect our pupils to exhibit prosocial behaviours such as kindness, and respect at all times. We like to say 'Good for me, Good for you, Good for everyone' in relation to behaviour and ask that children are always reflective when things have gone wrong. Please discuss these expectations with your child to ensure they understand and know that inappropriate behaviour will be followed up consistently with them.



In addition, we attach the Aurora Trust's Parent Code of Conduct which we would be grateful if you could take the time to read.

### **Uniform Requirements:**

Our school uniform is an essential part of fostering a sense of community and equality among our pupils. Please ensure that your child follows our Uniform Policy including wearing the appropriate footwear and PE kit. We would also like to remind families that certain jewellery is not permitted due to health and safety concerns.

### **Local residents and parking:**

I am sure you agree, road safety is of the utmost importance. Please ensure when parking near the school you are parking responsibly and considerately. We value being part of the local community and to ensure positive relationships with our neighbours, as well as the safety of all our families, we would request that parents are courteous and mindful of road safety at the beginning and end of the day. This includes not parking in the car park entrance of the school at any time as this can cause pedestrians to need to step into the road which is unsafe.

For this academic year, we are continuing with our parking permit system for parents and carers who have disabled badges. This must be agreed in advance with the School Office so that a permit can be issued. We have brought this into practice as we must limit access in our car park. If you require a parking permit because you hold a disabled badge, please email the School Office giving your vehicle registration number and attach a copy of your disabled badge or pop into the Office with this information.

### **Term 1 & 2 INSET Days:**

- **Wednesday 2<sup>nd</sup> September, Thursday 3<sup>rd</sup> September, Friday 23<sup>rd</sup> October (Nursery is open) and Friday 27<sup>th</sup> November (School and Nursery closed).**
- **Last day of Term 1 – Thursday 22<sup>nd</sup> October.**
- **Last day of Term 2 - Friday 18<sup>th</sup> December.**

We appreciate your continued understanding and cooperation in these matters. By following these guidelines, we can ensure a safe and productive school environment for all our children.

Thank you for your continued support, and we look forward to seeing you all on the gate on Friday morning!

Kind regards

A handwritten signature in black ink, appearing to read 'L Barnard', with a stylized flourish at the end.

Ms L Barnard  
Headteacher