



Picknalls First School

Headteacher: Mrs A Tapp
Telephone: 01889 228700
Email: headteacher@picknalls.staffs.sch.uk
Website: www.picknalls.com

Picknalls First School
Oldfields Road
Uttoxeter
Staffordshire
ST14 7QL

16th July 2024

Dear Parents,

September 2024 Picknalls Whole School Procedures

We are very near the end of another fantastic school year at Picknalls and preparations are well under way for our return in September. Please see the arrangements for us all returning to Picknalls below. Please familiarise yourself with them, and anyone supporting you with drop off and pick-ups, in order to make the school site as calm and safe as possible for all the children, staff and community.

First week opening times -

Monday 2nd and Tuesday 3rd September – STAFF ONLY for the start of year INSET days

Tuesday 3rd September - Nursery and Reception induction sessions between 1.00pm-4.00pm.

Nursery – Please arrive between 8.30am and 9.00am for the first week.

Reception

Wednesday 4th – Thursday 5th September 9.30am -12.15pm - *Non Picknalls nursery children only*

Wednesday 4th – Thursday 5th September 1.00pm – 3.20pm *Picknalls nursery children only*

On Friday 6th September ALL children (*non Picknalls nursery & Picknalls nursery*) - 9.30am – 3.20pm

Year 1, 2, 3 and 4 – All children to arrive full time from Wednesday 4th September.

Monday 9th September – All year groups in full time.

Meet the teacher event – You should all have received your ‘meet the teacher’ email after our transition day to help you put a name to a face for your child’s new class teacher for September. Feel free to call back into school on Monday 9th September until 4.00pm where your child can show you their classroom and you can meet the teacher face to face.

Staggered start and finish times – We have decided to continue staggered timings to minimise the numbers of families on site at any one time, to support the use of the leisure centre car park and keep the arrival/departure process calm and safe for children. Please only arrive on site between your child’s allocated times and not before. The vast majority of year groups remain at the same times that you are used to from this year.

8.40am-8.50am drop off and 3.20pm pick up

Year 2 – Drop off top reception playground gate with a key stage one member of staff, **Collect** back playground

Year 4 – Drop off bottom Key Stage 1 playground gate with a key stage two member of staff, **Collect** same place

8.45am drop off and 3.20pm pick up

Reception – Drop off top reception playground gate with an Early Years member of staff, **Collect** lower reception playground gate

8.50am-9am drop off and 3.30pm pick up

Year 1 – Drop off top reception playground gate with a key stage one member of staff, **Collect** back playground

Year 3 – Drop off bottom Key Stage 1 playground gate with a key stage two member of staff, **Collect** same place

8.30am-11.30am morning session and 12.30pm-3.30pm afternoon session

Nursery – Nursery door only with Miss Goodwin, Miss Durose and Miss Capewell

Nursery session times are not compulsory therefore if you have siblings higher up the school you are able to drop off/collect at the sibling’s time if required.

Please arrive during your 10-minute time slot only and no earlier. If you have siblings in other year groups, please arrive at the end of the first slot which will mean you are on time for the second slot. Anyone arriving before

Member of the Uttoxeter Learning Trust



Company Number: 10547353
Registered Office Address
Uttoxeter Learning Trust
Thomas Alleyne High School
Dove Bank, Uttoxeter, Staffs
ST14 8DU
T: 01889 561820



Quality Mark
EARLY YEARS
AWARD



their time slot will still be required to queue at the appropriate gate listed above. Children who arrive late must be brought up to the main reception to be signed in. Children must be brought directly to their child's gate by a parent or carer and must not be left to walk unsupervised up the lane, dropped off at the first large gate or left at the entrance to the school and come up the drive unsupervised. Similarly, parents/carers must be on the playground to collect at the end of the school day. We cannot allow children to walk unsupervised to the main gates to meet parents. Children are the responsibility of the school only when they have entered the gates on to the playground. We are not responsible for children walking down the lane or onto the car park. Dogs are not to be brought on site.

Leisure centre car park – Parents will continue to be able to use the leisure centre car park for free between the hours of 8.20am-9.15am and 3.10pm-3.45pm. If you do use the leisure centre car park outside of these hours you must purchase a ticket from the ticket machines on the car park, or you may be fined. Please continue to adhere to the rules with parking by the leisure centre in order that we do not lose this invaluable facility.

Mrs Tapp and Mr Bruce – Mrs Tapp will continue to be out down the lane each morning to meet and greet all the families coming in and to answer any queries or issues you may have. Mr Bruce will be at the gate at the end of each day.

Lunchtimes – All year groups will continue to use the school hall for eating lunches. You will continue to order the meal you would like your child to have each day and pay on Arbor meals. **Please ensure you order these the night before at the latest.** If you have not ordered your child's choice of food they will be given whichever meal is the main choice for that day or a jacket potato.

Equipment – Only year 4 need to bring a small pencil case in to help them prepare for looking after their things ready for the Middle School. All other year groups are provided with the equipment they need at school.

Bags (year 1-4 only) – A small school bag may be brought to school to hold lunch boxes, morning snack and reading books. We do not have space for 'large bags' in cloakrooms. Reception children do not need a school bag.

PE Bags (year 1-4 only) – Please send your child with a PE bag containing their PE uniform on day one (details of the appropriate kit can be found on the school website and listed later in this letter). This bag will be kept in school for half a term then sent home for washing at the end of the half term. Please return after each half term. Reception children do not need a PE bag until the Reception staff have asked you to bring one in later in the school year.

School Uniform: Please ensure you have the correct uniform and P.E. kit ready for September

Black or grey trousers/skirt/shorts/pinafore
A red sweatshirt, jumper or cardigan (logo or plain)
A white polo shirt or buttoned shirt
A red and white check summer dress
Black shoes (no trainers)

P.E. uniform:

Red t-shirt (logo or plain)
Black shorts
Trainers (not necessary in Nursery or Reception)
A tracksuit for outdoor P.E. in winter (black)
P.E. kits are sent home at the end of every half term for washing.

Nursery and Reception Only

Other clothing should be easy for the children to put on and take off, e.g. elasticated skirts, jogging trousers, Velcro fastened shoes, polo style shirts etc. All clothing should be labelled.
We like to be out and about in our woodlands regularly and it would therefore be helpful if all the children could have a pair of named wellies in a bag on their peg.

Member of the Uttoxeter Learning Trust



Company Number: 10547353
Registered Office Address
Uttoxeter Learning Trust
Thomas Alleyne High School
Dove Bank, Uttoxeter, Staffs
ST14 8DU
T: 01889 561820



PLEASE REMEMBER TO NAME ALL UNIFORM.

Reading Books – Children will bring a reading book, sharing book and reading record home every Friday in the EYFS and KS1. The books and record will need to be returned the following Monday in order for children to start their new book. Please do fill in the reading record when you have read with your child. The book they bring home will be the same one they have read in school 3 times during the week, so they will be very fluent and confident on this book, which is exactly what we want! The sharing book will be a book of their choice out of our school library. There will be a fine issued to any family who fails to return a book, or returns a book to us that has been damaged. All books are brand new and we must keep them in good condition.

KS2 children will bring their book home each night. Please return each day. The book will be changed in school as and when required.

Break time snacks – The Government provide healthy break time snacks for those in Nursery, Reception and Year 1 and 2, feel free to bring your own healthy snack as an alternative if you are in year 1 or 2. As Year 3 and 4 children are not provided with a Government snack, you can purchase a break time snack from the kitchen (details on the school website) OR you can send them with a healthy snack from home to stop them from feeling hungry during the morning.

Attendance at School – It is statutory that all children from Reception upwards attend school each day. National attendance figures have continued to dip this year and this is something we are being asked to monitor very closely. We will continue to work closely alongside our Education Welfare Officer and our other ULT schools. The Government have introduced new rules from September 24 where **NO holidays will be authorised AT ALL**. Any unauthorised absences will now incur a penalty fine. The school does not benefit from these fines as they go to the Local Authority. Only requests that are EXCEPTIONAL circumstances such as a day to attend a funeral will be authorised.

Absences from school – If your child is too poorly to attend school or is attending a medical appointment please ensure you inform us on our attendance@picknalls.co.uk. If your child is missing school due to attending a medical appointment please provide us with evidence of this, such as an appointment card or letter. We are expected to photocopy and store on file all such evidence documents. Please do try and take medical appointments out of school time if possible. Any family who has a child absent from school with no explanation will be contacted to ensure the child is safe and well. Any family who does not provide a reason for the non-attendance will have this marked down as unauthorised, which could lead to a penalty fine.

After school clubs – Staff will be offering a range of after school clubs for year groups. The charge will remain at £3.00 per session and all proceeds go towards club and school resources and the school minibus. If you are in receipt of pupil premium/free school meal funding please come and see us for support towards this and other school costs.

NEW curriculum for September – All Uttoxeter Learning Trust Schools have worked hard to reignite our curriculum. We are excited to inform you that all first, middle and high schools have worked together on a 3-18 through curriculum. This will involve all lessons being taught as individual subjects, ensuring that what we teach is ambitious, progressive and consistent.

Remote learning - If your child is off school at any point, your child's home learning can be found on the school website under Pupil Zone/Year group pages. A parent curriculum half term topic overview will be sent home via letter and electronically at the start of each half term. You will be able to see all your child's topics for the year on the school website in September.

Dates for the year – We are busy planning lots of events for next year and will add these to the school calendar once sorted. We will continue to issue the monthly newsletter for you to keep you up to date and to act as a reminder for key events in the diary. These are also available on our school website.

Member of the Uttoxeter Learning Trust



Company Number: 10547353
Registered Office Address
Uttoxeter Learning Trust
Thomas Alleynes High School
Dove Bank, Uttoxeter, Staffs
ST14 8DU
T: 01889 561820



Contributor to the
send gateway
powered by nasen



Quality Mark
EARLY YEARS
AWARD



INSET days 24/25 – The 5 INSET days where school is closed to children across all Uttoxeter Learning Trust Schools for next year are:

- Monday 2nd September 2024
- Tuesday 3rd September 2024
- Monday 6th January 2025
- Monday 24th February 2025
- Monday 21st July 2025

Happy Hours – Happy Hours continue to offer a before school club starting at 7.00am and an after-school club until 6.00pm. They also run a holiday club. As Happy Hours are independent to the school please contact them directly on **07518 383775** or message then via their Facebook page if you would like to book any places or if you have any queries. Parents using this service must **park at the bottom of the drive and walk up past school to Treetops.**

Please ensure that all family members, childcare providers and friends who may drop off or collect at Picknalls have seen these updates to ensure a smooth and safe school day.

Wishing you all a wonderful summer break and I cannot wait to hear about your summer stories when we return in the new academic year. As always if you have any questions on the above please contact us on headteacher@picknalls.staffs.sch.uk or office@picknalls.staffs.sch.uk or call us on 01889 228700.

Yours sincerely



Anne Tapp
Headteacher

Member of the Uttoxeter Learning Trust



Company Number: 10547353
Registered Office Address
Uttoxeter Learning Trust
Thomas Alleyne's High School
Dove Bank, Uttoxeter, Staffs
ST14 8DU
T: 01889 561820



Contributor to the
send
gateway
powered by nasen



Quality Mark
EARLY YEARS
AWARD

