



ELAINE
PRIMARY SCHOOL

Headteacher: Sarah Martin
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1st September 2022

Dear Parent/Carers,

We hope you all had a relaxing and enjoyable summer break. This letter contains some key information to support you this academic year.

Elaine Primary School Values are
Respect, Collaboration, Responsibility, Excellence, Friendship and Resilience

School Day

Please see our start/end times for all year groups below:

Cohort of Children	Morning Bell	End of School Day
Nursery – Year 6	8:40	3:15
EEC	9:15	2:45

This year, we will be trialing a “soft start” at the beginning of the day for KS2 children (Years 3 – 6 in mainstream). This will mean that the KS2 doors will open at 8:40 by staff and children in Years 3-6 can walk into school on their own to their classrooms - children will meet their teachers in their class.

Parents and carers are encouraged to send any communication via the school office email (office@inspireelaine.co.uk). There will be a member of staff by the KS2 door for any immediate communication.

Responsibility

- Remember to bring your child's book bag to school every day and they are in full school uniform
- Support your child with home learning and reading, including reading at home every day
- Encourage and demonstrate 'impeccable' behaviour and attitudes towards learning.
- Send in children's PE kits to remain in school for the week/term
- Take part in Open Classroom sessions and workshops during the school day and Whole School events after school

Home School Agreement

We have updated our Home School Agreement to include further information around the use of social media. We ask that all parents and carers read the attached agreement to familiarise themselves with their responsibilities as a parent/carers in the Elaine community.

New Office Email

Over the summer, the school emails have been updated. The new email address for the school office is office@inspireelaine.co.uk. Please use this to contact the school.

Attendance

- At Elaine Primary School we strive to have whole school attendance above 97%. We have high expectations and actively encourage and support both children and families to ensure this can happen.
- If your child is truly unwell we do not expect them to be at school but they should be in school at all other times. Please call the office before 8:30 am if your child is not going to be in school.
- Appointments should be made outside of school times as much as possible. If they have to take place during the school day please try to ensure your child comes in before and after the appointment. Evidence of the appointment must be seen.
- Holidays should not be taken in school time. Penalty Notices are issued for holidays taken in term time unless there is an exceptional circumstance. You are informed of our term times well in advance so please ensure you refer to them.
- Attendance is monitored daily. First day of absence calls will be made if your child has not arrived and we have not received a message. Meetings will be arranged by the Attendance Advisory Practitioner if attendance is unsatisfactory.

Leadership Staffing

A separate letter will be sent out to confirm about the Leadership structure at Elaine this academic year. This will be accompanied by a communication letter, informing the communication procedures this year.

This year, Mrs Martin will not be in school on Thursdays. On Thursdays, Mr Atwal (Deputy Headteacher) will be acting as Head of School. He will be supported by the wider leadership team at Elaine as well as us all being supported by colleagues across the trust.

Parents in to Read

This year, Parents in to Read will occur on **Wednesdays** 8:50-9:10am. Please do come along and wait outside the school office where doors will be open for you to attend. Please do not wait in the school office due to health and safety reasons for children and confidentiality with the school office.

Arbor

From September 2022, we will be moving everything over to Arbor, this will include all payments and communication. Meaning that we will no longer be using ParentMail or ParentPay, please do not top up any more money onto your account and if you have any monies sitting in your wallets, please can you withdraw it back to your bank accounts. If you have not yet done so, please can you sign up to the Arbor portal, you should have received an email with your login details.

Any problems please contact the office which will reopen on the 5th September 2022 (remember the 5th and 6th are Inset Days, so only staff will be in these days, no children).

We very much look forward to welcoming you and your child back into our Elaine community from Wednesday 7th September.

Yours sincerely,



Mrs S Martin
Headteacher