

# Highfield Primary School



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Headteacher - *Maria Kemal* B.A. (Hons), NPQH

Deputy Headteachers–

*Helen McGovern* B.A. (Hons), NPQH (Secondment Acting Head)

*Sarah Shaughnessy* B.Ed. (Hons Oxon), M.A.

*David Wilson* B.A. (Hons) (Acting Deputy Head)

“Together we can achieve more”

Friday, 24<sup>th</sup> November 2017

Dear Parent/Carers,

We have noticed that an increasing number of parents have been bringing in packed lunch, PE kit, water bottles and other items for their child during the school day. We would like to ask that you try to ensure that these items are organised ready for the start of school day. It is good life skill for your child to ensure they check in the evening that they have everything ready for the following day. For the reception staff it is taking up a considerable amount of time to keep taking these items to your children's class and disrupting their learning. The reception staff will no longer be able to carry out these request for you. If your child has forgotten lunch they will be able to have a school dinner which you can pay via parentpay.

The reception area is **only opened for general enquiries** from **8.45-9.30am** and again **at 3.00-3.45pm**. Our reception staff will only be available to deal with queries relating to breakfast and teatime club, parentpay, school trips, school events, sports events, attendance, admissions, changes of address and telephone numbers. They will also register the pupils arriving late and ensure they arrive at their classrooms promptly.

1. Letters or returned slips must be put in an envelope with your child's name and class on, they can be given to the class teacher or put in the post box in the reception area.
2. If your child is to be collected during the day for a medical/dental appointment, we need to be informed beforehand. At the latest by 9.30am on the day of collection. We need proof of the appointment and a time you will be collecting your child, so we can ensure they are ready for your arrival.
3. Money for external clubs (Frontline football, etc.) must be paid to the club organiser and not handed in to school.
4. Office telephones will be answered from 8.30 until 4.00.
5. Please also remember prams and buggies must be left outside in the shelter due to Health and Safety.

We appreciate your support keeping to these new procedures and times.

Yours sincerely

Mrs. M Kemal - Headteacher

*"The Headteacher's passion for ensuring all pupils receive an outstanding education is tangible in all aspects of the school's work."  
**Highfield Primary is an Outstanding School - Ofsted 2016***

