



# Newton Burgoland Primary School



Head Teacher: Mrs. Sue Ward B.Ed. (Hons) M.A.

**Together We Can Achieve Excellence**

## FIRST DAY AT OUR SCHOOL – CHECKLIST

Below is a checklist to help you prepare for your child's first day at school. There are no silly questions, please feel free to ask the class teacher or telephone the office, see office opening hours below. We are all here to help you, and your child, settle happily in to school life. **\*\*Please name all items\*\* of clothing in school – we do not have a 'lost property' box – All named items are returned to the child's classroom, due to lack of space and time anything not named is disposed of after 1 week.**

<b>SCHOOL ITEMS REQUIRED – ALL NAMED PLEASE</b>		<b>**TICK</b>
Uniform – see website		
Book bag		
PE Kit - Summer & Winter kit required – jogging bottoms & fleece for winter		
Coat		
Sun hat & Sun protection cream – if necessary		
Water bottle – water only please – no squash or juice		
Dinners ordered and paid for (KS2 only)		
Packed lunch prepared (please encourage your child to have a hot meal they are free from Reception to end of Year 2)		
<b>GENERAL INFORMATION</b>		
<b>School starts</b>	8.45 am – the bell will be rung. Pupils must be in the playground before 8.45am. Learning starts immediately, late pupils disrupt lessons & learning	<b>Reception/Class 1</b> – for first couple of weeks Class 1 staff will meet Reception children at the side gate and take them into school. <b>Class 2, 3 &amp; 4</b> – line up outside their classrooms at the rear of the school. <b>Please leave your child at the side gate;</b> any queries/problems please go to the office through the main front door.
Lunchtime	12 noon to 1.00pm	
<b>School ends</b>	3.20 pm	<b>Please collect children from rear playground;</b> the side gate will be unlocked at approx. 3.15pm. <b>Reception/Year 1 &amp; Class 2 &amp; 3</b> will be handed over by the class teacher or teaching assistant. <b>Class 4</b> will come and find you in the playground

**\*\* Please name your child's uniform the PFA have sourced a label supplier – see leaflet in new starter pack, Parents & Friends section of our website or school notice board.**

**The School Office Opening Times** - 8.30am to 9.30am, 11.30am to 12 noon, 2.45pm until 3.30pm. Please help us to focus on the children in school and their learning by bringing late pack lunches & school kit to school before 9.30 am, or if absolutely necessary between 11.30 am and 12 noon.