



13th March 2024

Dear Parents/Carers

Re: End of Spring Term 2024 & beginning of Summer Term 2024 arrangements

This letter is to advise you of the end of the Spring Term arrangements and provide information about the beginning of the Summer Term. I am also taking this opportunity to remind you of expectations we have.

The Spring Term ends at **12 noon on Thursday 28th March 2024**. If your child travels by school transport, they will be collected from school at this time. If your child is an independent traveller, please make arrangements for them to leave school at this time.

Summer Term arrangements

School opens for pupils on **Monday 15th April 2024 at 8.45 a.m.** All pupils are expected to return on this day.

School lunches

The cost of a school lunch is £2.80 per day, £14 per week. Pupils receive both a cooked breakfast and a cooked lunch for this amount. Please ensure that you put enough money on your child's account each week/term. Please also advise the school before the end of term if your child will be bringing a packed lunch to school for the Spring Term. This is so that we can avoid ordering and subsequently wasting too much food.

School uniform

Please ensure that your child wears the correct school uniform every day, ie: white polo shirt, grey sweatshirt with school logo, plain black tailored trousers, black shoes or trainers with no colourful logos. If your child is not in the correct school uniform, we will contact you and request that you bring uniform to the school, or that you collect your child from school and take them home to change.

Absence reporting

If your child is absent from school, please advise the school office before 9am in the morning. This must be done by telephone. We cannot accept emails or messages sent via the escorts on transport and we will not authorise the absence until we have spoken to you directly.



Contact during the school day in case of emergency

We are experiencing an increasing number of instances whereby parents/carers are not responding to staff attempts to contact you during the course of the school day. The vast majority of these calls are to inform you that your child is unwell, has left site without permission, or requires an early collection from you due to illness/injury or aggressive/unmanageable behaviour.

My staff and I pride ourselves on putting the safeguarding of children at the forefront of everything we do. If we contact a parent/carer to ask that their child is collected from school, this will be as a result of an extensive first aid or safeguarding assessment carried out by fully trained staff. We do not do this lightly as we understand that everyone has commitments and we endeavour to respect these. However, there are instances where it is absolutely not safe to keep a child on the school premises.

Allergies

I would like to remind you that we are a nut free school. Please ensure that any food your child brings in with them to school does not contain nuts.

Administering of paracetamol/ibuprofen

The school will no longer be keeping a supply of paracetamol or ibuprofen to give to pupils during the day. If your child is under the weather but you think that your child is well enough to be in school and needs medication of this type, please send it in on the day clearly marked with your child's name and with details of the dose and frequency of dose. Please do contact the school office to let us know your child is bringing in medication. This must be handed in to be kept in the school office. We will then return it to your child the end of the day.

May I take this opportunity of wishing you a happy and peaceful break over the holidays.

Yours sincerely



OAK HILL SCHOOL

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