



FARNBOROUGH PRIMARY SCHOOL

Farnborough Hill, Farnborough, Orpington, Kent BR6 7EQ

Telephone 01689 853295 Fax 01689 889286

Email: admin.office@farnborough.bromley.sch.uk

Website: www.farnboroughprimary.co.uk

Miss A James BA PGCE Head Teacher

Mrs C Browne B.Ed Hons Head of School

Friday 17 January 2020

Dear Parents and Carers,

Welcome back! We are glad to be back and the children have settled in well and are enjoying all of their new topics.

Being the start of a new term there are a few **important reminders** that we would like to reiterate:

Gate Times

The main pedestrian gate at the top of the path opens for the school day at 8.35am. Please ensure that you do not drop off or leave your child before this time. It is important that you see your child into school. If you arrive late and the doors/gates are shut, please bring your child in through the school office and sign them in. This ensures if they have missed the register, the school know they have arrived safely in school.

Late Arrivals/Collections

There has been an increase in the number of children arriving after the doors have closed. Please can we remind the parents of the importance of your child arriving on time so that they settle into their school day quickly and comfortably. After the register the children start their learning straight away and some children are regularly missing this part of the day meaning they are missing vital learning. The Education Welfare Officer is also closely monitoring the lateness and absenteeism at the school.

Absence/Leave Requests

Any child that is absent from school should be reported on the absence line or by email by 9.30am on **each** day of illness. If we have not received any notification, parents will be contacted and this will be recorded on file. Once again the Education Welfare Officer is also closely monitoring our levels of absence.

For any leave/appointment requests please ensure these are requested at least a week in advance. Where relevant please provide a copy of the supporting documentation to the school office to file.

School Office

Can we remind parents that the children need to bring all items that they require for their school day in with them in the morning this includes water bottles, packed lunch boxes, PE kits and coats. There has been a very high increase in parents buzzing the intercom to enter the gates once the gates have been closed for the school day to start. If your child forgets their water bottle then we have water fountains situated around the school that they will need to use, if they forget their lunchbox then they will be registered for a school meal and you will be charged £2.25 for this. PE kits should be brought into school on the first day of each half term and children should always wear/bring a coat into school. This is ultimately to ensure the safety of the children by keeping the gates shut unless necessary.

May we also remind you that the school office is very busy throughout the day. Please can we ask that any pick up arrangements are organised at the start of the school day and **only in an emergency** that you contact the office for any changes to your arrangements. It is also the parent's responsibility to ensure their child is reminded if they are attending extra-curricular activities after school.



Farnborough Primary School is a member of **Nexus Education Schools Trust**

Nexus Education Schools Trust (NEST) is a charitable company limited by guarantee and registered in England and Wales
Company Number 08753719.

The registered office is at Farnborough Hill, Farnborough, Kent BR6 7EQ.

National Support School
designated by



**National College for
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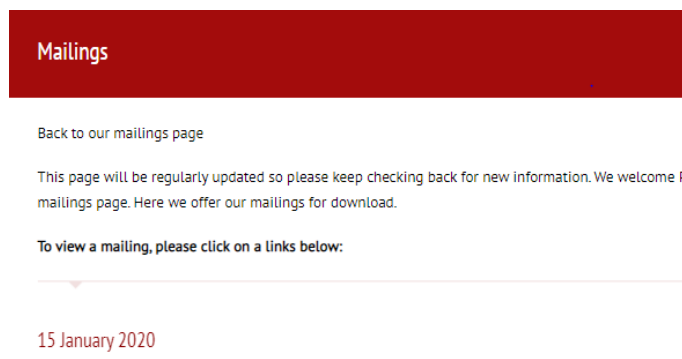
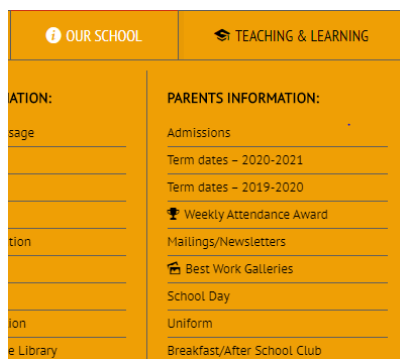
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After School Club

Please note that whilst the breakfast and after school club is held on the school premises it is separately run by Farnborough Kids Club. Any changes should be reported to Penny Turpin directly and not through the school office. Please do not call the school office to request that we pass on messages going forward to ensure there are not any mis-communications.

Communication

We previously wrote to parents to advise we were moving over to more electronic forms of communication. All letters are issued by email and added to the mailings under 'Our School' on the website as below:



For any urgent letters with slips that require completion by all parents a hard copy will be sent home. We will also keep copies of the letters that have been issued in the school letter rack located in the school reception outside the meeting room. This will be the same for letters with optional slips to complete e.g. Choir. Please can we ask you to familiarise yourself with the website as this holds a lot of key information for you as parents.

Parking/Car Park Access

As I am sure, many of you are aware, parking issues have been unfortunately a regular issue at Farnborough. Under no circumstances whether you are dropping off or collecting at normal school times, collecting from school clubs or dropping off/collecting from breakfast club should any parent park blocking the school gates, on the yellow zig zags or the double yellow lines. This can cause danger not only to the children crossing the roads but also to other road users. On a number of occasions staff members have been unable to enter or leave the premises safely. If we continue to receive complaints we will unfortunately have to address this with the police.

Please also ensure that children are not permitted to ride their scooters/bikes along the pathway or that they are playing in the staff car park driveway at the end of school as staff are still entering the premises during this time.

Sorry for the very long moany list, but the issues raised in this letter, ensure the smooth and safe running of our school.

Many thanks for your support. We look forward to seeing you on the 24 January when you can view your child/rens work.

Miss James and the Farnborough Team



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