



7 September 2023

Dear Parents and Carers

It has been lovely welcoming you and the children back to school for this new academic year and I would like to extend a very warm welcome to all our new families, including those joining Reception and Nursery.

Starting a new school or a new class can be both exciting and challenging at the same time, but our staff are on hand to help make this transition as seamless as they can and help both new and existing pupils settle back into school life quickly and smoothly.

As always, I start the year with immense excitement about what lies ahead for this academic year.

Please take a moment to read these **important reminders** for the start of the new term.

### Uniform Reminders

- Please make sure your child has full school uniform, including school shoes and the correct PE uniform: [GHPS Website - School Uniform](#)
- For safety reasons, where children have pierced ears, they must only wear stud earrings in school. These should also be removed for PE days. If they cannot be removed, then please cover them with tape when your child has PE.
- Headlice are easily transmitted in schools so hair should be tied back if long enough to do so. Hair ties and accessories should be simple and be blue or white.
- Don't forget to label everything ... from caps to shoes, socks and water bottles.

We recommend Stikins labels ([www.stikins.co.uk](http://www.stikins.co.uk)), if you enter our fundraising code '8384' at the checkout, it helps to raise valuable funds for our school.



### Communications

- All our letters and communications are sent via email or text message. Please make sure that we have up-to-date contact information for you. Updated information can be sent to the school office.
- Morning drop-off conversations are difficult for teachers as they are monitoring the class. A note handed to the teacher or an email into the office are the best ways of communicating with teachers in the morning. Teachers will be happy to have conversations with you once all the children have been dismissed at the end of the day.
- If you need to speak to someone in the morning about a more urgent matter, the school office team are always on hand to pass on any messages and will be happy to help.





## School Timings

- Our school start time is **8:45am** and we have a 5-minute rolling start with classroom doors opening at 8:40am. Gates will open from 8:35am. Please ensure children arrive on time to enter the classrooms before 8:45am.
- At the end of the school day, the gates open at 3.10pm and children are dismissed at 3:15pm.

## Absence and Lateness



- If your child is going to be absent from school, **you must** inform the office before 8.30am. You can get in touch at any time by:
  - Email to: [ghpsoffice@maidenerleghtrust.org](mailto:ghpsoffice@maidenerleghtrust.org)
  - Voicemail: Even when the school is closed, you can report your child absent by leaving a voice message – Option 1 when you call 01344 424911.
- If your child is late to school for any reason, please bring them in through the main school office.



## Site Safety

- When on the playgrounds before and after school, please can you **keep together as a family group, with your children walking with you** and don't let your children run on ahead. Please do not allow your children to play on the equipment before or after school, including younger siblings.
- Bikes and scooters should not be ridden on the playground at any time, even by very young children.  
- **Please do not drive your car onto the school site at any time**, even if you are running late. Parking is available in either of the large public car parks nearby.



## School Lunches and Breaktime Snacks

- **We cannot order lunches for your child. They must be pre-ordered online by you.**
- All school lunches must be ordered in advance via your SCOPay account (<https://scopay.com/login.html>). If you need the login details for your account, please get in touch with the school office.
- We provide fruit for all pupils in Reception and Year 1&2, you may of course provide your own fruit for your child, should you wish. Please remember that fruit is not provided to pupils in Years 3-6 and your child is welcome to bring in a healthy snack for break time – **this is expected to be fruit or a healthy alternative.**
- Please remember we are a nut-free school.





### **After School and Morning Club**

If you need to use our wraparound care for your child, this must be booked and paid for in advance. There are full details of both morning and after school club on our website here: [GHPS Website: Before and After School Childcare](#)

If you have any questions, please email [ghpsasc@maidenerleghtrust.org](mailto:ghpsasc@maidenerleghtrust.org)

Thanks for being a supportive part of #TeamGHPS as we start another fantastic year.

Yours sincerely

Richard Ferris  
Headteacher