**9th September 2022**

Welcome to the New Year at Orchard Junior School and a special warm welcome to all of the new families joining the Junior School Community for the first time. We all hope that you have had a good Summer holiday and that all of the children have enjoyed being back in school with their friends again.

Today has been a day of reflection at School marking the passing of Queen Elizabeth II. The flag will remain at half mast until 8AM the day following the state funeral and a mark of respect. The day started with a relection assembly followed by the opportunity for children to ask questions in their classes. For the majority of the day, the children have been continuing with learning as per the class timetable.

Many children will be feeling anxious at this time and this is completely normal. Please feel free to contact your child’s class teacher, via the class email, if you have any concerns.

This year sees the school welcome Miss Claire Goldup as the Deputy Headteacher. Miss Goldup was previously an Assistant Principal at a primary school in Staffordshire. and Miss Jess Tracey as our SENDCO. Miss Tracey previously worked in London. They have spent their first week getting to know the children and staff at the school. I am sure you will join with me in welcoming them both to the Orchard Junior School Community.

Many changes happened in school during the summer holidays. Most notably was the building of new play equipment for the children. This was planned and designed by the School Council. The PTFA raised enough money to pay for the equipment. A huge thank you to you all for your support of the PTFA that has raised enough money for the play trail. It has been a pleasure to watch the excited children play on the new equipment. Watch this space for news of the next PTFA event.

**Access to the school site**

The school can only be accessed via the school car park on Water Lane or via the pathway (next to the horse field) from Challenger Way. The main gates on Water Lane will continue to be closed to vehicles to allow pedestrian access at peak times. 8.30 – 9.00am and 3.00 – 3.30pm each day.

**The car park is for staff use only**.

There is no access to Orchard Junior School via the Noadswood field.

**Morning routine**

From Monday, all children, including Y3, will come into school via the wooden side gate near staff room (where Year 4 – 6 have been entering this week). A member of staff will open the gate when there are teachers on duty.There will be no supervision of children before 8:35am, but the Infant School have a breakfast club if you need early morning childcare. Please contact them directly.

At 8:45am the children will go into class, with gates being locked at 8:50am. Children arriving after 8:50am will need to come into school through Reception and will be recorded as being late to school any time after 8.50am. Please be aware that persistent lateness (which reaches the threshold of 10 lates) may also result in the issuing of Penalty Notices.

**End of the day**

The school day will end for ALL children at 3:20pm

The children will come out of school via different exits.

Year 3 and 4 will come out onto the playground where teachers will be available at the end of the day if you want to catch them.

Year 5 will come out of the door to the left of the main office door. If you are waiting for your Year 5 child, please could you wait in the bike / scooter park to allow others to pass along the path.

Year 6 will come out of the gate near to the Noadswood gates (same as last year)

The playground gates will be opened at 3:10pm for parents to wait for their children on the playground. Parents with children in more than one year group are welcome to arrange to meet all of their children on the playground.

**Absence Reporting**

If your child is absence from school for any reason, and we have not previously been informed by a request for absence, we ask that you report any absence through the link on the website “Report Your Child’s Absence” – this is a google survey which provides school with immediate information so we are able to maintain up to date safeguarding data on the reasons for children’s absence from school.

**Request to authorise absence from school for exceptional circumstances**

Schools are now only able to authorise absence from school in exceptional circumstances. We ask that all absences are requested by completing an absence form or contacting the school office at least 3 weeks before the date of absence. If you take your child out of school without permission, the absence will be automatically unauthorised.

If you would like further information, please contact our Attendance Officer, Julie Croton.

**Playtime**

All the children will have playtime at the same time. The children can bring in a snack – this can only be a piece of fresh fruit (e.g. a banana, apple, pear etc) not processed fruit.

**Ordering a school dinner**

Please remember to log onto your child’s SCOPAY account on SUNDAY to book meals for the week ahead, or book 24 hours prior to the day the lunch is required.

Can we please ask you all to speak to your child about their choices each day and make sure that it is correct before ordering as **we shall not be able to change their choice in school**. Often last year, the choices that parents made for their child, were not known to the children. Please make sure that the correct code is used – M = meat, V = Vegetarian, P = Street food. If your child has no booking on Scopay or packed lunch provided, staff will be calling parents on the day to bring a packed lunch into school.

Current school dinner menus are on the school website and next week it is week 3

A letter came home to Year 3 children with instructions to set up an account on Scopay to order lunches. Please send your child with a packed lunch until your account is set up. We operate a cashless school. Your child will not be able to confirm their lunch to the teacher at morning registration unless you have booked prior to the day/week.

**Secondary School Transfer**

It is already time to be thinking about secondary schools. Secondary school applications need to be submitted via an online form. **This must be completed by 31st October 2022**.

A late application can mean that your child will not get a place at your preferred school.

More information can be found by visiting: <https://www.hants.gov.uk/educationandlearning/admissions/applicationprocess/year7>

Our local schools have open morning/evening dates.

**Please visit the secondary school websites for further details and times.**

If you wish to attend an open-morning during school time, we do not need to know in advance, but please remember **to order hot dinners as required the day before**. Please note that parents must stay with their child during any Open Morning, return their child to Orchard and sign them in upon return.

**School uniform**

Details of the school Uniform requirements can be found on this link:

<https://www.orchardjuniorschool.com/uniform>

On days when the children have PE, they can come into school in their PE kit.

Y3 = Monday & Friday

Y4 = Tuesday & Thursday

Y5 = Monday 5ZM, Tuesday 5TB, Wednesday 5JF and Friday

Y6 = Wednesday & Thursday

**Information to follow:**

Next week we will update you with:

\*a printed copy of all the key dates for this term. This will be emailed out too – so look out for this in the school bags

**Contact Email Addresses**

[www.orchardjunior.com](http://www.orchardjunior.com) School Website – Report a Pupil Absence

covidresult@orchardjunior.com –to inform the school that your child has tested positive for COVID

ELSA@orchardjunior.com – if you are worried about your child’s emotional wellbeing.

class@orchardjunior.com – Please put the name of the class at the start e.g. Miss Hampton’s class would be 3JH@orchardjunior.com. These emails go directly to the class teacher and they can be used to arrange calls, show work and make contact.

adminoffice@orchard-jun.hants.sch.uk is still manned on a daily basis and emails will continue to be forwarded to the relevant member of staff.

**Next Newsletter due Friday 23rd September 2022**