



Together, we learn and grow



Friday 8<sup>th</sup> September 2024

Dear Parents/Carers,

I would like to welcome you all back to Shepherdswell Academy and hope that you have all had a good summer break. We have enjoyed having Year 1 and Year 2 back at school and we are looking forward to welcoming our new Reception children on Monday. The children have returned to school full of smiles and are settling into their new classes with enthusiasm.

At Shepherdswell Academy we aim to make sure that every child feels welcome, safe and part of our diverse community. We start each day by being ready, respectful and safe, and aim high to achieve our goals.

### The school day, start and end times

#### The start of the school day

**8:35am** - Classrooms will open to welcome children into school

**8:45am** - Classroom doors will close ready for registration and gates will be locked

We ask that children in EYFS and Year 1 go straight in once their classroom doors open and year 2 children line up behind the metal benches, and we ask year 2 parents to also stay behind them.

If your child arrives after **8:50am**, they will need to go to the main school reception/office to be registered and will be marked as late. Likewise, if you are late collecting your child, they will need to be picked up from the main school reception/office, this will also be monitored. We ask that you are on time to drop off and collect your children.

#### Lunchtime for the children

**11:45am-12:45pm** - Reception (Hedgehogs) Lunchtime

**12:15pm-1:15pm** - KSI (Woodpeckers, Foxes and Badgers) Lunchtime

#### End of the school day

**3:15pm** - Classroom doors will open for you to collect your child.

Your child will only be allowed to be collected by the people you have named. If another person collects your child, you will need to inform the office or class teacher before-hand and the person collecting your child will need to give the password to the teacher before your child will be allowed to go.

### Dropping off and collecting your child



Please, can we remind you that school premises is a no-phone zone, in line with the Safeguarding Policy. We ask as parents that you support us with this and do not use your mobile phone when you are 'dropping off' or 'collecting' your child/ren.

While we encourage children to be physically active, we ask that if they come to school on a bike or scooter, that they do not ride on them in the playground to avoid accidents. We ask that your child does not play on the equipment in the morning or after school. However, if they do play on the equipment and they do have an accident it will be your responsibility as their parent.

Finally, just a reminder about parking, when parking please be mindful of residence and the community and walk to school if you can. Please **do not** park on the pavements, or on or across private driveways, or on the yellow zig-zag lines. The school carpark is for staff only and should not be used by parents unless this has been agreed with by the school in some circumstances.

We thank you for your continued support with the above and ask that if a member of staff reminds you of these expectations, that we are respectful of one another.

Executive Headteacher: Ruth Ryan Head of School: Ellen Williams

Billingwell Place, Springfield, Milton Keynes, MK6 3NP

Telephone: 01908 735865

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## Uniform and what your child will need

Your child will be expected to come to school wearing school uniform, this includes the correct shoes and PE kit. **No jewellery** should be worn at school except a small pair of stud earrings, no hoop earrings are allowed. However, children **should not wear earrings** on days they have P.E and you will be asked to take them out in the morning if your child comes to school wearing them. Long hair should also be tied back.

All uniform including the items with the school logo on can be purchased from Kedaph School wear [www.kedaphschoolwear.co.uk](http://www.kedaphschoolwear.co.uk) items such as trousers, skirts and shoes can be purchased from major retail stores. We do have 'pre-loved' uniform available in school, so please contact [parents@shepherdswell.emat.uk](mailto:parents@shepherdswell.emat.uk) if you need support. We would also welcome donations of uniform items that have been grown out of, including wellington boots for our outdoor learning.

Your child will need to bring a named book bag and a named water bottle to school each day. On their PE days they will need to come to school in their PE kits. These days have been shared with you by your child's class teacher.

## Universal free school meals

Free school meals will be available for all children in EYFS and KS1. The menus will be available weekly, where you will be able to make the choices for the meal you would like your child to have. For our new reception children, these will be available from today **Monday 09<sup>th</sup> September**. All meals can be ordered via the Arbor app and must be ordered the day before. Please make sure you complete this, as your child **will not** have a meal provided for them. Alternatively, you can provide your child with a packed lunch instead. This should be a healthy and balanced lunch with packaging your child can manage by themselves. No glass bottles or cans please.

We are an **ALLERGY AWARE SCHOOL**, so no nuts or nut-based products, should be brought into school.

## Dragonflies Wrap around care and After School Clubs

We offer wrap around care before and after school. A letter will be sent next week about the changes to this provision from Monday 23<sup>rd</sup> September.

There will be a range of afterschool clubs will be offered each term that your children will be able to attend. These usually run from 3:15 until 4:15 at a cost of £3:00 per session. More information will follow at the beginning of each term, and you can find a list of all the clubs happening during the school year on our website. Clubs will be starting on Monday 16<sup>th</sup> September.

## Arbor

For school communication we use the Arbor platform, that works both on web browsers and the Arbor App. You will also receive Arbor emails for medical notifications and weekly attendance updates. You should have received a school log in and if you need any support please contact the school office.

## PTA

Last year with the support of a small group of parents we set up a PTA across both Orchard and Shepherdswell. They organised movie nights, the very successful Summer and Winter events and managed to raise just under £5000 for the schools to buy resources and equipment to support outdoor learning. They are looking for more parents to support with the organisation of events and supporting the schools. The Annual PTA meeting will be held at Orchard Academy on Thursday 19<sup>th</sup> September at 5pm. Everyone is welcome!

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## Weekly SWAY Newsletter

Our weekly newsletter began again on Friday 13<sup>th</sup> September, this will be sent out to you on Arbor and available on our school website. These will keep you up to date with what is happening in school and any upcoming events. We also post on our Facebook and Twitter pages.

## Parking

As you may be aware, we have limited parking at Shepherdswell Academy. We ask that families please park respectfully around the surrounding area and do not block driveways and entrances to the school. Please be aware that the car park is for staff parking only, due to safeguarding.

We would like to thank you for your continued support and if you have any questions or require any further information, please contact our school office via the telephone 01908 735865 or via email [parents@shepherdswell.emat.uk](mailto:parents@shepherdswell.emat.uk)

Mrs Ruth Ryan  
Executive Headteacher

Mrs Ellen Williams  
Head of School

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