



Together, we learn and grow



Friday 8th September 2023

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.

As 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.

This year we welcome Mrs Giles our Foxes teacher, Miss Godfrey our Woodpeckers teacher and wish Mrs Hampson, Miss Marett, Mrs S and Miss White all the best in their new roles in school. We also welcome Mrs Clarke the new SENCO who will be working across both Shepherdswell and Orchard Academy.

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 – KS1 (Owls, 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 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.

Executive Headteacher: Ruth Ryan Head of School: Ellen Williams
Billingwell Place, Springfield, Milton Keynes, MK6 3NP
Telephone: 01908 665418

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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.

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. 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 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 office@shepherdswell.emat.uk if you need support. We would also welcome donations of uniform items that have been grown out of.

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 school. 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 12th September.

The meal menus will be available weekly, these now need to be completed online by Wednesday each week for the following week using the link below

<https://login.eduspot.co.uk/public/portal/school/?app=schoolmoney>

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

Dragonflies Wrap around care and After School Clubs

Breakfast club will be operating as usual and will be open from 7:30am each morning and runs until the beginning of the school day. The cost is £2.50 per day.

Dragonflies After School club will be operating as usual and is open from the end of the school day to 5:30pm. The cost of wrap care is:

3:15pm–5:30pm £8 per session.

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4:15–5:30pm £5 per session + £3 curriculum after school club (£8 in total)

If you require a place your child/ren in for Dragonflies wrap care before or after school please use the Arbor App.

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.

Arbor

For school communication we use the Arbor platform, that works both on web browsers and the Arbor App. You should have received a school log in and if you need any support please contact the school office.

Weekly SWAY Newsletter

Our weekly newsletter began again on Friday 15th 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.

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 665418 or via email

office@shphersdwell.emat.uk

Mrs Ruth Ryan
Executive Headteacher

Mrs Ellen Williams
Head of School

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