



Dear Parents/Carers,

Welcome to a new school year! It has been wonderful to see so many happy faces over the past week in assemblies and around the school. I have been impressed that despite the weather, lots of classes have been making use of our outside space for learning about numbers in maths as well as other subjects. Lets hope we get further opportunities in the next few weeks! Whilst we finalise a few arrangements for this term, you will notice our diary dates are rather slim....however I can tell you that we are fully intending to re-start our very popular 'Grandparent's Morning' this term and will provide details soon.

I would like to also extend a very warm welcome to our new Reception parents and children and hope that the first few days have gone well - I look forward to meeting many of you at the gate over the coming weeks.

Finally, a big Milford 'Hello' to our new staff - Mrs Bonser, our Beech Class teacher, Mrs Gibbons and Mrs Williams our two new Learning Support Assistants (LSAs).

Have a lovely weekend.  
Andrew Stear

If you would like to bring in Harvest gifts, please do so on Wednesday 5th October. These will be donated to Godalming and Villages Community Store who require all donations are in date.

<b>Tinned</b>	<b>Other</b>	<b>Other</b>	<b>Toiletries/Cleaning</b>
Custard	Bread	Coffee	Antibacterial wipes
Mandarins	Crumpets	Cream Crackers	Kitchen Roll
Hotdogs	Wraps	UHT Milk	Foil
Meatballs	Jam	J Cloths	
Corned Beef	Packet sauces	Mayo	Washing up Liquid
Peas	Orange Squash	Ketchup	Cleaning Sprays
Salmon	Brown Sauce	Marmite	Men's Toiletries
Tomatoes	Hot Chocolate		Toilet Rolls

## Diary Dates

Mon 12.09.22	Year 2 Meet the Teacher 2.35-3.00pm in classrooms
Tues 13.09.22	Year 1 Meet the Teacher 2.35—3.00pm in classrooms
Fri 23.09.22	Year R Meet the Teacher 3.05-3.30pm in classrooms
Wed 05.10.21	Harvest Gifts to school
Thurs 06.10.21	Individual School photos
Fri 07.10.22	Harvest assembly in school (no visitors)

### **Medication and Inhalers**

If your child receives medication, including inhalers for asthma, please ensure that the school is informed of this and medication is supplied for use in school. As with any medicine/inhalers that need to be given during the day, a form (available on the website or school office) must be completed giving details of the medicines and clear instructions as to how they should be administered. All medication must come via the School Office and not via the classteacher.

**Please bring in any inhalers/medication that were returned at the end of the summer term.**

### **Parking**

Please remember to be considerate when parking outside the school, by not parking in the lay-by, the zig-zag lines, and leaving enough access for local residents and emergency vehicle access.

#### **Staff Car Park**

Please note that the staff car park is for staff use only due to limited capacity. Breakfast and After School Clubs are not permitted to use the car park for drop off or pick up. If you have a physical disability which requires parking access, please contact the School Office to discuss. Please do not use the car park to walk through to school as it is a hazard with cars parking etc

#### **Pedestrian Crossing**

Please use the pedestrian crossing to cross the road to the school. There have been a few near misses and complaints from drivers to the school regarding parents crossing in dangerous places.

#### **Parking Permits**

We have contacted Waverley re issuing permits for the car park next to the doctor's surgery and we are waiting for a response. In the meantime if you park there please pay the relevant fee.

### **Inset Days**

The remaining inset days for this academic year are Monday 31st October, Friday 10th February 2023, Monday 17th April, 2023, and Friday 26th May 2023.

### **Breakfast club and clubs**

Breakfast Club: Mon 6th Sept— Fri 17th Dec

Boogie Pumps: Tues 14 Sept—Tues 14 Dec

Football: Thurs 9 Sept—Thurs 16 Dec

All after school clubs are open to Year 1 and 2 children only and Reception pupils will be invited to join later in the academic year once settled into school routines.

### **Attendance**

The below statement is advice from the Local Authority and is contained within our Attendance Policy:

"Just to remind parents that if there is an unauthorised leave of absence for 5 or more school days, each parent/carer will be liable to receive a penalty notice. Penalty notices are issued per parent/carer per child and the amount payable is £60 if paid within 21 days, rising to £120 if paid after 21 days but before 28 days. If the penalty notice remains unpaid after 28 days, the Local Authority must consider a prosecution in the Magistrates Court."

**It is entirely the Head Teacher's decision whether or not a penalty notice is issued and not the Local Authority.**

It is important to remember that there are direct links between attendance and children's academic achievement and it is important that all children attend school as much as possible.

With this in mind, please ensure that all holidays are booked outside of school time.

### **Free School Meals Eligibility and Armed Forces**

Although all infant school children are eligible for a free school meal, it is still important to us that we are able to identify who would qualify for pupil premium funding. This would entitle you to school meal vouchers throughout the holiday periods. You or your child's information is not given to anyone else but is used purely for the school to be able to claim the premium. The Pupil Premium is additional funding given to schools so that they can support their pupils. A form is attached and even if you are not sure whether you are eligible, we would request that you return it to us in order for us to make this claim as accurately as possible.

Please also let us know if you are a member of the Armed Forces as this also attracts funding for schools.

### **Water Bottles**

All children should have a water bottle in school with them. Can you please ensure that these are plastic and not glass.

### **Gates Locking/Opening**

Please note that all gates will be locked in the mornings at 9a.m. and will be re-opened at 3.00p.m. The back gate will be closed again at 3.20pm and will not reopen for after school clubs to ensure the school site is safe.

### **Children going home Arrangements**

Please ensure you notify the school office on [info@milford.surrey.sch.uk](mailto:info@milford.surrey.sch.uk) of any arrangements for your child involving being picked up by anyone other than yourself on either on a one off basis or a repeat arrangement. This includes The Orchard, Grandparents, a parent of another child etc.

### **Airborne Nut Allergy**

Please be aware that we have children in school with nut allergies and a potential 'airborne nut allergy'. If your child has had any contact with foods that contain nuts please ensure they wash their hands before coming to school. Also please double check any foods sent in for snacks for after school clubs and lunchboxes for nuts. We would appreciate your help with this matter.

### **Jewellery**

For reasons of safety, it is SCC's policy not to allow children to wear jewellery for any physical activity. This ruling includes all pierced jewellery. There is no exception to these rules for stud earrings, as they are equally dangerous in many cases.

### **Dogs on School Premises**

Please ensure that dogs are not brought on to school premises. Please tie them up to the fence at the front of the school building, away from paths and gates.

### **Absences**

We are required by Surrey County Council to send in an absence return every half term. As a result we ask that on the first morning of absence parents ring the school office and leave a message by 9.25a.m. explaining the reason for child's absence. If a child is away and we do not get a message to explain, we will contact you to ensure your child is safe. If we are unable to contact you we will work our way through the contacts on your information form. Please ring the office every morning of your child's absence.

### **Updating Records/Information**

Please check the information, including contact details, we have for your child is up to date. This can be done on the Arbor app.

### **Parent Helpers and Safeguarding Children**

We welcome parent (and grandparent) helpers in school and at 'Friends' events. Please be aware that if you wish to help with the children (in class or school trips) you will need a DBS check from the Disclosure and Barring Service. The school will pay for the cost of this check. Parents can start their own applications on-line (full guidance is available from the office). On-line applications generally take less than a week to process. After this you will be very welcome in school.

### **Timings of the school day**

**8.40am** - gates will open- please do not enter the school grounds before this time.

**8.45am** - class gates open and children can enter classrooms.

**8.55am** - the school day officially begins and the register is taken. Arrival after this time will result in a late mark on the register.

**3.00pm** - gates will open.

**3.05pm** - classes will be dismissed (details below)

#### **Drop off points**

Reception - the gate adjacent to their outdoor learning environment.

Year 1 - the gate just outside the Year 1 classrooms.

Year 2 - the gates outside the Year 2 classrooms.

#### **Pick up points**

Reception - as above

Year 1 - Cherry Class (as above),

Beech Class - wait on the playground

Year 2 - as above

Can you please ensure your child or any siblings do not play on any of the outdoor equipment at drop off and pick up times.