# Royles Brook Primary School Newsletter



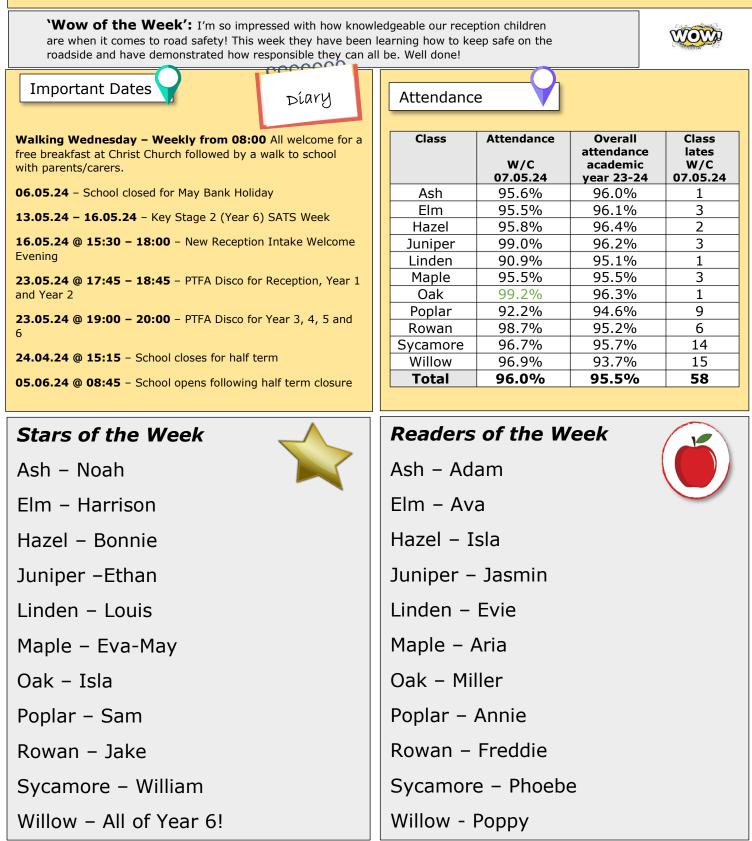
# "Be Kind, Be Thankful, Be Ambitious"

# Week Commencing: Tuesday 7th May 2024



Our PTFA have kindly volunteered to host a school disco on Thursday 23<sup>rd</sup> May. The reception, year 1 and year 2 disco will take place at 17:45 – 18:45 and the year 3, 4, 5 and 6 disco will take place at 19:00 – 20:00. More information will be sent out next week.

From Monday 13<sup>th</sup> May you will notice class teachers present on the school playground when the gates open at 08:35. We aim to give our children and even better transition from home to school by providing an opportunity to say good morning and hello to their teachers before entering school. It also provides an opportunity to engage in further communication between home and school. Please note teachers will go back into school at 08:40 when the school doors open. If you required a longer conversation with your child's class teacher, please contact the school office or ask the teacher to schedule an appointment.



#### **Attendance and Punctuality**

School starts promptly at 08:45. Gates close at 08:45 and if children are late they must enter school via the main office. We have recently installed a new signing in and out system at the main office and this system will now be used for pupils as well as staff and visitors. From Tuesday 7<sup>th</sup> May 2024, pupils who arrive in school after the gates close at 08:45 will now have to be signed in, using the new system, by their parent/carer. Pupils leaving school early will also need to be signed out by their parent/carer. Upon signing in/out you will be required to follow the instructions on each screen which includes entering your name and providing a reason for signing in late/leaving early. Lunch options will then need to be given to the office staff. The new system has been introduced as part of the development processes in school, ensuring all pupils are appropriately accounted for and to support in attendance tracking.

#### Lost minutes = lost learning! 19 13 Days 10 Davs 6.5 Lost 3 Days Lost Days Lost Days Lost Lost 5 15 10 20 30 Minutes late Minutes late Minutes late Minutes late Minutes late per day per day per day per day per day

#### 100% attendance each week = 1 raffle ticket in the Royle Raffle draw! 100% punctuality each week = 1 raffle ticket in the Royle Raffle draw!

# Key Contacts

# Initial Contact

Your child's class teacher should be your first point of call and can usually help with most enquires. They are available at the start or end of the school day on the gates/ playground or via appointment. To make an appointment with your child's class teacher please call the school office on 01253 821396 or email <u>office@roylesbrook.lancs.sch.uk</u>

# **Extended School Services Contact**

Stay and Play – Mrs A. Tauber – 01253 821396 or 07752 868674

# Safeguarding Contact

Mrs D. Lambert – DSL and Family Link Worker - 01253 821396 or flm@roylesbrook.lancs.sch.uk

Mrs C. Williamson – Safeguarding Governor – 01253 821396