



Dear families,

Welcome to the new academic year, we hope you have enjoyed a lovely break over the summer.

Just a few things from the office;

*All information, including all letters, club dates etc are available on our school website in the virtual bookbag [Naunton Park Primary School - Virtual Book Bag](#) in order to gain information quickly this should be a parents first port of call.

Attendance

* Pupils should arrive at school between 08:45am and 08:55am. Please be prompt. If you arrive after 08:55am the gate will be closed and you will need to sign your child in at the school office. This may mean a late mark will be entered into the register for that day.

* Please report a child's absence as early as possible, and no later than 9am, by leaving a message on the absence option of the main school phoneline. Please report the absence each day your child is off.

* If your child needs medication during the school day, please hand this into the school office, or breakfast club, and fill in the appropriate form. Medication must not be sent in with your child

Absence requests

* All requests of absence for medical appointments, holidays and other circumstances should be made using the online forms on the school website. We no longer except paper forms. Proof of medical appointments must be provided. [Naunton Park Primary School - Absence requests](#)

Kids Club

* Bookings for Kids club should be made directly through Magic booking or by contacting Kids club kidsclub@nauntonpark.gloucs.sch.uk as early as you are able to. In an emergency you can call the school office on the day to be added to the list if any spaces remain but this should only be as a last resort and a space is not guaranteed. For on the day emergencies, you can contact Sarah on 07825 432928 but this is not for making bookings.

School lunches

* School lunches need to be booked in advance by midnight of the day before. School lunches are paid for by parents/carers from the start of Year 3 onwards. (Year Reception to Year 2 children have free school meals). Please pay for your child's school meals through your Parent Pay account, these should be paid for in advance and your account kept in credit at all times as the school is not in a position to fund any debt. If you would like to check your eligibility for free school meals as the criteria has now changed, please refer to our web page and follow the link. [Naunton Park Primary School - Meals and snacks](#) and click on the link at the bottom of the page.

* The menu remains the same as the summer term and we will have a new autumn menu coming out later in October

*We are a nut free school with children who have severe nut allergies. No nuts are allowed in school at all. Please be aware of any snacks/pack lunches you send in with your child.

General information

* Please familiarise yourself with your child's safe word in case you should need to use it, these were emailed to parents previously and do not change each year. Teacher's will not let your child go with an unfamiliar adult unless they have the safe word.

* Please name all of your child's clothing and equipment.

* Please make a note of when your child has PE and Forest school, swimming etc for the term so that they can arrive each day with what they will need.

*Please make a note of any start and finish dates/times for clubs that you book, this information will be available in the virtual book bag on the school website. [Naunton Park Primary School - Virtual Book Bag](#)

*The school office opening hours are 8:30am – 3:30am Monday – Friday term time only.

We hope you find the above information useful, as a school we are working towards being more environmentally sustainable which includes minimizing paper waste and sign posting you to our school website where possible.

We look forward to working with you during the year ahead.

Best wishes,

From your office team