

## Friday Bulletin

**Friday 13<sup>th</sup> December 2019**

December Value: Caring

Happy Friday!

We have loved watching the KS2 children perform their Christmas production of 'Sleeping Beauty – The Ugly Truth' – the children were amazing! A special mention to Year 4 who remembered all of their lines brilliantly and gave some award winning performances, we are so proud of you all. We received lots of lovely comments from parents/carers to say how much they all enjoyed it too. Thank you to all of the teachers for putting the whole production together.

PMS held its annual Christmas Quiz this week – the children and staff love this event and it really does get everyone in the Christmas spirit!

Whilst we understand that there may be times when you would like to speak to your child's teacher, please can we politely remind you that this is not always possible during the teaching day. Teachers also cover break and lunchtime duty and therefore a call back is not always possible until after the school day finishes. Please contact them via Dojo in the first instance.

**Parking and Site Safety:** Please can we remind **ALL** parents that Mill Lane carpark is open from 8:15am every morning. We would encourage as many of you as possible to use this facility. Please support the school in trying to keep our children safe whilst they arrive and depart school. We are in contact with the local PC regarding parking and safety issues outside of school.

**REMINDER:** The school gates open at **8:40am** in the morning – please can we ask that children are not arriving to the school site earlier than this. Thank you.

We are trying to ensure the site is a safe environment for all of the families and children who come to school. Please can we remind parents that children **MUST NOT** ride bikes or scooters inside the school playground, to ride sensibly on school property, and be accompanied by an adult to avoid pedestrians being knocked and injured. Children **MUST** dismount outside of the playground gates.

### Lower School

- **Applying for Middle School** - Please be aware the deadline to apply for a middle school place is 15<sup>th</sup> January 2020. Please go to the Central Bedfordshire website to apply: [https://www.centralbedfordshire.gov.uk/info/7/school\\_admissions/497/apply\\_for\\_a\\_middle\\_school\\_place](https://www.centralbedfordshire.gov.uk/info/7/school_admissions/497/apply_for_a_middle_school_place)
- **End of the school day** - Please inform the school office by phone/email if you have any changes to your usual collection arrangements at the end of the day or any matter that may affect who can or cannot collect your children – We have a trusted adults form for

family/friends/childminders who regularly collect your children on your behalf which must be completed with up to date details.

- **Student Placements** – We are looking forward to welcoming two new work placements to PLS in the New Year, Lewis Ager and Ruth Dennison will be joining us from the University of Bedfordshire. I'm sure you will join us in welcoming them to PLS.
- **Clubs** - There are **NO** clubs running next week. All clubs finish today and will start back week commencing Monday 13<sup>th</sup> January 2020.

### Middle School

- **Clubs** – There are **NO** clubs running next week. All clubs finish today and will start back week commencing Monday 13<sup>th</sup> January 2020.
- **Year 6 Topic Celebration** – A reminder that parents and carers are invited into school to see the Year 6 children's topic work between 2:50pm-3:20pm on Wednesday 18<sup>th</sup> December 2019.

### Notices

- **IMPORTANT; The Potton Federation are NUT-FREE schools.**

**We do not allow nuts or nut products in school lunch boxes. We have children in school who have severe nut allergies.**

- **School Clubs** – If your child will not be attending their school club as usual, please could you inform the school office so that registers can be amended and the relevant staff be informed. It can cause issues if your child just goes home, as the office staff will be trying to locate them.
- **School Meals Notice** - Should your child require a school meal you are able to book up until 9:30am each day and, if required, you are able to pre-book in advance for the rest of the week/term. Please contact the office if you have missed the deadline to book a meal and have not provided your child with a packed lunch. Please note - If your child has an allergy/food intolerance the kitchen will not be aware of this unless the meal is pre-booked.
- **Reason for Absence** - We kindly ask when notifying us of your child's absence that you provide a reason. It is our legal duty to know why your child is not in school. If your child's absence is not due to illness or medical reasons it is essential that a 'Notification of Pupil Leave' form is completed and returned in advance of the absence. Please be aware – We do not authorise term time absence unless it is due to exceptional circumstances. We also ask that medical appointments are made out of school hours unless it is an emergency.
- **Medication in School** - If your child requires medication or an inhaler during the school day please hand these in at the office and fill out a medication form which are located in the foyer. Please advise the school offices if there are any changes to your child's medical needs.
- **Medical Appointments** - If your child is missing registration for a medical appointment we will require medical evidence and a form to be completed via ParentMail for our attendance records. We do encourage appointments to be made out of school hours unless it is an emergency.
- **Hair Bands** – Please can you ensure that hair longer than shoulder length is tied back using uniform coloured hair bands only. If your child wears a hairband or hair clip that does not conform to the uniform policy they will be asked to remove it. Thank you for your cooperation with this.
- **Christmas Dinner (Friday, 20th December 2019)** - If your child(ren) would like a Christmas Dinner on the last day of term please book on SchoolGrid as usual. Please note - **The deadline for pre-ordering is today.**

### Letters

<p><b>Potton Lower</b></p> <ul style="list-style-type: none"> <li>• After School Clubs – Consent Forms</li> <li>• Applying for Middle School (Year 4)</li> </ul>	<p><b>Potton Middle</b></p> <ul style="list-style-type: none"> <li>• After School Clubs – Consent Forms</li> <li>• Key Stage 3 Letter – Mrs Walker</li> <li>• Key Stage 2 Letter – Mr Wilkinson</li> </ul>										
<p><b>Calendar of Events</b></p>											
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<p><b>Useful Links</b></p>											
	<p>We have lots of useful information on our schools website:  <a href="http://www.pottonfederation.co.uk">www.pottonfederation.co.uk</a>                  School Term Dates:  <a href="http://www.pottonfederation.co.uk/termdates">www.pottonfederation.co.uk/termdates</a>                  School Calendar:  <a href="http://www.pottonfederation.co.uk/events/list/">www.pottonfederation.co.uk/events/list/</a>                  Friday Bulletin:  <a href="https://pottonlower.co.uk/friday-bulletin/">https://pottonlower.co.uk/friday-bulletin/</a>  <a href="https://pottonmiddle.co.uk/friday-bulletin/">https://pottonmiddle.co.uk/friday-bulletin/</a></p>										
	<p>School Uniform: Our school uniform supplier is Mapac:  <a href="https://www.mapac.com/education/parents/uniform/the-pottonfederationsg192pb">https://www.mapac.com/education/parents/uniform/the-pottonfederationsg192pb</a></p>										
	<p><b>Headlice / Nits</b> – It is headlice season and the NHS Direct have recommended <a href="http://www.nits.net">www.nits.net</a> for information on preventing and dealing with a headlice infestation. Information packs, booklets and non-toxic re-usable headlice/nits removal kits are also available to purchase.</p>										