



A warm welcome to all our new and current parents and carers. We hope you had an enjoyable summer and we are all looking forward to the energy the children bring to the reopening of school and the year ahead.

Please take the time to familiarise yourself with the details of this letter in support of the smooth running of the school.

Moving around the school

Drop off and collection times are a time when congestion (and possible accidents). Please take a moment to read the instructions below that detail how we organise these times. We ask that you adhere to these arrangements and please explain aspects relevant to your children. If you are unsure, please speak to us and please be kind to staff if they remind you. Thank you for helping us with the safety and smooth running of the school.

Drop Off

All pupils from **nursery (Turtles) to year 6** wait on the bottom playground until the bell rings at 8.50am. Please ensure your children do not climb on or under the pirate ship or run around the playground or other areas of the school – the reason for the accidents and near misses.

If your child is old enough to wait unsupervised by you, please ensure they are aware of their responsibility to behave safely and how to do so. If they are unable to wait safely, or are being dropped off too early, please be aware that we will contact you asking that you supervise them or book them into our breakfast club. Please note that access to the school site, other than those attending ASOOC, is not to be before 8.40am.

All children are the responsibility of their parents or carers until school opens at 8.50am.

When the bell rings:

- **years 1 and 2** children and adults please continue to enter the school building up the steps from the playground and, to ease congestion, exit out of the main school door at reception. Unless you have a pram or pushchair, please do not come in through the front door against the flow of exiting traffic.
- **years 3 to 6** children go their classrooms independently, unless you need to speak to their class teacher
- **nursery and reception** age children and parents please wait on the bottom playground. When the bell rings, please wait until the older children have left the playground and then proceed to wait outside the Foundation Stage Unit. Please do not come in through the front door against the flow of exiting traffic. When waiting outside to enter the foundation stage unit, please keep your children close to you and ensure they do not run around or climb the banks when queuing to drop off

Pick Up

- if your child is **nursery or reception**, please wait on the bottom playground until 3.25pm before proceeding to wait outside the Foundation Stage Unit
- **year 1** children are collected at 3.30pm from the front door alongside the school office
- if your child is in **years 2 to 6**, please wait on the bottom playground and they will meet you there. Access to the bottom playground will be from around 3.20pm
- As with before school, for **all children**, please ensure your children do not play on the pirate ship and the gym equipment outside the huts or in the woodland

Parking

Please be aware that Kingsley Avenue is a private road and parking is not permitted on it. Please park on Richmond Road. Previously, free parking permits for Odun Road were available from the council and we are checking this remains the case because we understand there have been rule changes. Please ask the office about these passes. We have been asked by Devon County Council enforcement team to remind you that parking on the yellow zig-zag lines on Kingsley Road outside the school is a safety hazard and could lead to an enforcement notice.

Animals and mobile phones on the school site

Please do not bring animals onto school premises, no matter how young or if they are carried, and ensure those tied up at the school entrance are safely secured. For safeguarding purposes, we request that your mobile phones are not used/on show on school premises unless you are in the company of a member of staff who has granted permission. Please note this includes the playground and again please be kind to staff if they remind you.

Uniform

We are well stocked with all sizes of uniform, new and second hand, so please contact us if you need some last minute items. As a reminder, the uniform is as follows:

All children need (Reception – Year 6):

- navy blue crew neck sweat shirt/sweatshirt cardigan (ideally with logo*, but not essential)
- light blue polo t-shirt, shirt or blouse (ideally with logo*, but not essential)
- black or grey school trousers (not jean style or leggings) / shorts /skirt
- during summer term pupils may wear a blue and white check/stripe pinafore dress
- grey or black socks
- plain grey or plain black tights (not leggings)
- flat, black sensible school shoes or boots. Shoes are to be plain with no coloured logos and boots must not have excessive detailing, be Ugg style or made from soft fabric. Crocs or trainers are not acceptable.
- long hair tied back and headbands and scrunchies are plain and ideally blue or black, not excessively large or themed
- earrings to be stud earrings
- smart watches may be worn provided they are not a distraction. If they become a distraction for a pupil, they will be asked not to wear them
- school bookbag (only reception - year 2)
- For P.E. all children need (Year 1 – Year 6):
- plain white crew neck t-shirt or white polo shirt
- black P.E. shorts, black netball skorts or skirts (under black cycling shorts can be worn) or black track-suit bottoms
- all PE kits to be free from any large logo or brand name (eg no adidas stripes or football team strip shirts/shorts)
- pupils in Years 1&2 need only trainers for PE

Nursery

- green sweatshirt with school logo and green polo shirt with logo are encouraged, but not essential

*School uniform with the school logo can be purchased via the [school office](#) and second hand/used uniform is also available via the school office.

Keeping yourself informed

We will communicate with you via a number of means that include text, email, telephone call, letter and the weekly newsletter. Please ensure that any changes to your contact details are given to the school office by emailing admin@appledoreprimary.co.uk. The school newsletter is published every Friday afternoon on our website <https://www.appledore-primary.devon.sch.uk/>, so please set a reminder to read it each week for updates, general school information and details on what your class have been up to that week in the *Around the Classes* section.

School Meals

Lunches for children in Reception to Year 2 are available to choose now on the [MCAS app](#) for this week under the 'Dinner' tab. The rest of the term will be online by the weekend.

Water bottles and break time snacks

We ask that children in years 1-6 only have water in their water bottles. Children in reception to year 2 have free fruit provided, but can bring their own fruit if preferred. For break time snacks for children in year 3-6, please can children bring fresh fruit or dried fruit/fruit bars. Please check your children don't bring chocolate or other non-fruit snacks for breaktime and we will do all we can to ensure they don't tuck into their packed lunch early! Please be aware that we are a nut free school due to the dangers of allergic reactions and ensure your children do not bring anything into school that may contain them.

After School Clubs

Our breakfast and afterschool club (now known as *Hannah's*) is open before school Monday to Friday and after school Monday to Thursday and starts this week. Please book children in [here](#). Lego club (reception to year 6 age children) is on a Tuesday, Art on a Wednesday (years 2-6) and Football (years 2-6) and Eco Rangers (reception to year 6) are both on a Thursday. These clubs start next week and please contact the school office for more information.

Thank you for getting to the end of this letter and hopefully that is all, but if there is anything else you need please contact the school office.

We all very much look forward to seeing you all tomorrow.
From all the staff at Appledore School.