

# Harewood C of E Primary School

Harrogate Road, Harewood, Leeds LS17 9LH

Tel: 0113 288 6394

Email: [office@harewood.leeds.sch.uk](mailto:office@harewood.leeds.sch.uk)

Website: [www.harewood.leeds.sch.uk](http://www.harewood.leeds.sch.uk)

Headteacher: Mr. A. Ratcliffe BEd (Hons)



## “Educating for Life In All Its Fullness”

### Summer Information Letter

**The information in this letter is for those of you who like to be on top of things for September. I will also resend this information with any updates towards the end of the holiday.**

#### The School Day.

We are not planning any changes to the school day for September. The gates will open at 8.40am and close at 8.50am to alleviate some of the parking issues and to allow for a more settled entry into school and start to the day. Class 1, 2 and 4 will continue to enter school via the black gates entrance and Class 3 via the office to aid flow in a morning. After 8.50am your child will be classed arriving late and you will need to bring your child through the main door and sign them in. Punctuality is important.

At the end of the day the gates will open at 3.05pm to enable you to collect the children at 3.15pm when the class teachers will bring them to the playgrounds.

#### School Lunches

For families with children in Reception and Class 2 school lunches will remain free in September. For children in Classes 3 and 4 the catering agency have increased charges per meal so there will be a very slight increase from £2.40 to £2.44 per day. With cost of food increasing the way it is this small increase feels justified.

#### Before and After School Club

Mrs Flowerdew will be sending out new Before and After School Club registration documents. It is important that you complete these, even if you have done one before so we have up to date contact details and also to show that you are aware of the routines associated with using the clubs.

There will be a few staffing changes to the Clubs next year but we are planning to be able to offer the same flexible system of booking as this year with places available to book up to the night before. We want to be able to support families in this way and this system is unusual for schools. Most require families to pre-book regular slots often weeks in advance and we are keen to avoid this and to provide a service when families need us.

We do ask that families help us with this by making sure they book and don't just turn up or leave children at the end of the day without letting us know.

From September there are a couple of changes for the clubs. For the last 2 years we have been absorbing a number of cost increases and have avoided increasing the charge for the clubs. Unfortunately, we cannot continue this and break even. As a result, the Governor Resources Committee have authorised an increase in charges.



From September the fees will be:

Before School Club	7.45 – 8.45am (Fruit is available but no breakfast is provided)	£5.00
After School Session 1	3.15 – 4.30pm (Snack included)	£6.50
After School Session 2	4.30 – 6pm (Evening meal included)	£6.50

The raised costs are to cover the increases to staffing costs, and the cost of resources and food. We are sorry that we have been unable to keep prices the same but the current inflationary pressures meant that we could not on top of holding prices last year.

The payment system will continue to work the same way with families paying at the time of booking. In emergencies, children can be booked into club on the by the school office. If this is the case, you will need to pay the next time you log onto the system. The majority of families are very good at supporting school with this. A very small number of families build up considerable arrears in payments despite regular reminders from the school office. From September, families arrears of more than £39 per child (3 full evening sessions) will not be able to attend clubs until the debt is cleared. We are sorry to have to do this but school cannot afford to either hold these debts, or the staffing costs required to repeatedly chase payments. This change will have no effect families who book in advance or clear emergency booking arrears quickly.

### **School Uniform**

If you are planning on purchasing new uniform over the summer break there are no changes to the current uniform. The requirements are as follows:

- *Royal Blue V-necked jumper or cardigan*
- *Dark grey skirt or grey trousers (Not leggings or trousers with decoration),*
- *A white cotton blouse or shirt*
- *A school tie. (These are also available from the school office)*



*The skirts / trousers / blouses / shirts / summer dresses can be obtained from any high street store. School tie and school jumpers, embroidered with the school crest, can be ordered from Kool Kidz in Wetherby (01937 589422 or [www.koolkidzuniforms.com](http://www.koolkidzuniforms.com)). Fleece, Waterproof coats and hats with the school logo are also available for parents who choose to purchase them.*

*In Summer the uniform remains the same except that **grey shorts or a blue and white summer dress** may be substituted appropriately.*

### **Footwear**

*Shoes should be **black school shoes** (not trainers). If bad weather requires the children to wear wellies or boots while travelling to school, they should bring their school shoes with them to change once here.*

### **PE Kit**

*On PE days the children should come to school in their PE kit to avoid having to change. PE kit consists of:*

- *Navy blue/black plain jogging bottoms or leggings*
- *Navy blue shorts can be worn in warmer weather*



- A school hoodie top (available from Kool Kidz)
- A school PE top (available from Kool Kidz)
- Trainers (preferably plain and dark coloured, ideally black)

The school office has a stock of ties, winter hats, book bags and shoe/swimming bags. The PTA has branded Pre-Loved uniform for sale if families prefer, and the school office can put you in touch with the relevant people.

Details of uniform with pictures can also be found on the school website  
<https://harewood.leeds.sch.uk/uniform/>

### Contact information

During the year you may have changed phone number, email or even moved house. It is important that families keep school up to date with changes so we have correct contact details. This could also be details of the people you have listed as other emergency contacts. In September we will be sending out information for you to check and update.

### Consent Forms

All families are required to have completed one of our consent forms which outlines if you give permission for your child to appear in photographs, on the school Twitter account, etc. Good practice requires that these forms are checked and updated when children move from KS1 to KS2. Therefore Mrs Flowerdew will be sending out new forms to the current Year 2 families to complete and return to the school office or class teacher as soon as possible.

### Start date

The first day back in school, for everyone apart from Class 1, in September is Wednesday 7<sup>th</sup> September. Monday 5<sup>th</sup> and Tuesday 6<sup>th</sup> are training days with staff updating their first aid qualifications amongst other training.

I hope this helps.

Mr Ratcliffe  
 Headteacher

