

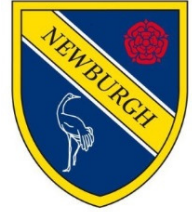
Newburgh CE Primary School

Back Lane, Newburgh, Nr Wigan, Lancashire. WN8 7XB

Tel: 01257 462916 Email: Bursar@newburgh.lancs.sch.uk

Website: www.newburgh.lancs.sch.uk

Headteacher: Mrs R. Fowler



Dear Parents/Carers,

As we start the new school year I just thought that it would be helpful to provide you with some reminders.

Please be advised of the following:

APPOINTMENTS - if your child/ren have medical appointments that they need to attend during term time then a copy of the letter to confirm this appointment must be shared with our Bursar Chrissy.

LATE ARRIVALS – parents are not allowed to bring their child into school through the side door used by the children in a morning. Staff will ensure that your child goes to their classroom if their year group has already started to go into school. If the side door is closed then your child must be brought to the office to be signed in by Chrissy and a member of staff will take them to their classroom.

PARKING – please observe the voluntary one-way system for drop off and collection times, do not park in or obstruct the staff car park and be respectful of residents on Back Lane when parking your car (please also share this information with grandparents etc). It is also important that car engines are turned off

MEDICINES – only medicines prescribed by a doctor that can't be timed out of school hours will be administered by staff. This medicine **MUST NOT** be given to your child to hand in. It must be taken to Chrissy and forms must be completed before it will be administered.

UNIFORM – please be reminded that all uniform needs to be labelled and that any hair accessories are school colours

COLLECTING YOUR CHILDREN – please let your child's class teacher know or ring Chrissy if your child is going home with another parent

PACKED LUNCHES – please be reminded that we are a nut free school and that sweets and chocolate bars are not allowed but children may have chocolate coated biscuits

BIRTHDAYS – due to various allergies please do not send birthday cakes and sweets into school to be shared

SCHOOL WEBSITE/APP – We are currently in the process of updating our website – please bear with us! If you haven't already downloaded the school App (School Jotter) please do so. This is where you can easily access Home School Liaisons and Newsletters. The school calendar up to half term is now on the App for all those important dates and we also use the App to send messages.

Kind regards



Rebecca Fowler
Headteacher

