



# Courtwood Primary School

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**Principal: Natasha Grant**

**Deputy: James Howland**

**Secretary: Julie Kilsby**

Tuesday 5<sup>th</sup> September 2023

Dear Parent/Carer,

I hope that you have all had a lovely break and managed to find time to rest and recharge. It has been a pleasure welcoming our pupils back to a new school year and seeing them settle into their new classrooms. The corridors have been filled with talk, laughter and much excitement as the children have enjoyed seeing one another again after the summer holidays.

I am pleased to welcome Mrs Thomas and Ms Frampton to the Courtwood Team. Mrs Thomas is our new Year 3 class teacher and Ms Frampton is our new Year 4 class teacher.

As you enter the school gates, you will notice there is temporary fencing in place around the wooden parent shelter. We are currently in the process of having a Music Room built. This room will allow us to enhance the curriculum and to grow and develop opportunities for our children to experience and enjoy. I will keep you informed of the developments over the coming weeks.

I write today with some information around the routines and arrangements for the term ahead.

## Start of the school day

### *Pupils in Year 1 to Year 6*

- The school gates will open at **8:30am** for all pupils to start arriving.
- Pupils will say goodbye to parent/carers **outside** the gates and will enter the school grounds via the Year 1 and 2 Infant Playground gates.
- There will be a member of staff on duty in each playground.
- Bagels will be available in the playgrounds.
- At **8:45am** the pupils will line up ready to enter the classrooms.
- The class teachers will come and meet the pupils in the playground and take them into class.
- **School will start for pupils at 8:45am** and the school gate will be locked.
- Any child arriving after this time, will need to come in via the school office entrance and be signed in as late.

### *ELP – The Treehouse*

- Pupils can arrive **8:45am – 9am**. The classroom doors are open for the children to enter the classrooms.
- **School will start for pupils at 9am**
- Any child arriving after this time, will need to come in via the school office entrance and be signed in as late.

## End of the school day

### *Pupils in Year 1 to Year 6*

- The school gates (on Courtwood Lane/alongside KS1 playground) will be opened at 3pm for you to collect your child/ren.
- Please can *Year 1 & Year 2 Parent/Carers* make their way into the KS1 playground to collect their child.
- *Year 1 children* will exit the classroom via their classroom door directly into the playground at **3:15pm**. **Please wait for your child on the righthand side of the playground** as you enter.
- Miss Allen/Mrs Trinder will dismiss the children one at a time as they see parents.

- *Year 2 children* will exit the classroom via their classroom door directly into the playground at **3:15pm**. **Please walk towards the main school hall and wait for your child outside the classroom.**
- Mrs Sissons will dismiss the children one at a time as she sees parents.
- Please can *Year 3, 4, 5 & 6 Parent/Carers* make their way up into the KS2 playground to collect their child.
- **Please wait for your child on the side of playground** closest to the wooden shelter/temporary fencing.
- Class teachers will dismiss children as and when they see parents **at 3:20pm**.

Please be patient with us this week as this process may take longer as class teachers get to know the children and their families.

### School Dinners

Please see the attached [hot options](#) and [sandwich options](#) for the Autumn Term. If your child has special dietary requirements and requires an alternative menu, please contact the school office. All children for this academic year are now entitled to a Free School Lunch funded by the government.

### Attendance

It is the expectation that all pupils attend school on time and every day, unless there is a very good reason not to attend. We are proud that the vast majority of pupils at Courtwood Primary maintain good attendance above 95%. If your child is ill, has a medical appointment or is unable to attend, please let the school know via the school office [office@courtwood.org.uk](mailto:office@courtwood.org.uk). Trips abroad or time away from school will not be authorised unless there are exceptional (emergency) circumstances. Should we not be informed in advance or on the day of your child's first day of absence, the school office will contact you.

### School Uniform

We encourage the wearing of correct school uniform at Courtwood. All articles of clothing and footwear should be clearly named so that lost items can be returned to their owners.

- Bottle Green sweatshirt or cardigan or jumper
- Bottle Green Fleece
- White shirt, blouse or polo-shirt (must be tucked in)
- Grey trousers – short or long
- Grey skirt or pinafore
- Grey, black or white socks
- Grey, dark green or black tights
- Black coloured shoes (not trainers)
- Green/white check or striped dress for summer
- Green or white hair accessories
- Sun hat for summer
- Earrings must be plain studs and covered or removed for all PE.
- Long hair to be tied back. We do not allow extreme styles (eg. Mohicans) or hair dyeing.

Summer uniform may be worn from the second half of the Spring Term to the Autumn half term only.

### PE Uniform

- Plain White round neck T-shirt (school logo optional)
- **Plain** bottle green shorts, **not cycling shorts**
- **Plain** black or white trainers
- **Green school jumper or cardigan**
- Plain green jogging bottoms (for Winter)

Pupils are not permitted to wear jewellery (unless otherwise agreed on grounds of faith) during PE lessons.

There will be spare uniform and PE Kit available in the school office, children will be asked to change into this if they come into school wearing incorrect clothing.

### Medication

Any medication (asthma inhalers, EpiPens etc) which your child/ren may need to take or keep at school should be handed in to the school office in its original packaging. Please make sure it is in date and an administering medicines form has been completed and signed.

### Communication

Class teachers are available at the end of the school day for you to talk to and they will be happy to support and to respond to any queries or concerns that you may have. If you wish to meet with a member of staff, please contact the school office who will arrange a meeting for you with the appropriate member of staff.

### Emergency Contact Form

An *Emergency Contact Form* will be sent home with your child this week, so as to ensure we hold the most up to date contact details for your child. Please can we ask that you complete and return this form at your earliest convenience – thank you.

### Parking

As a school, we work very hard to sustain good relations with our neighbours and the local community and for the most part these are excellent. Residents appreciate that parents need to park at pick up and collection times but please be mindful of where you choose to park and avoid blocking driveways and/or garages. For the children's safety, I would ask that you avoid parking in the substation.

As always, please do not hesitate to contact us should you have any questions, concerns, or suggestions – we value the strength of our Home-School Partnership and thank you for your support in helping your child/children work to fulfil their potential.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Natalie Grant', written in a cursive style.

Mrs N Grant  
Principal