



Office Newsletter Summer 2023

Burton Joyce Primary School

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Below are some reminders and information from the office team.

Emergency Contact Details

As always please let the office know if you have moved house or changed your contact telephone number/email address.

Absences

Children's attendance is carefully monitored for Safeguarding procedures. If your child is unwell and unable to come into school, please remember to let us know by 8.30am and state your child's symptoms.

You can report absences via any of the below options-

Emailing – absence@burtonjoyce.notts.sch.uk

Calling school 0115 9312373 and press option 1.

Holidays in term time must always be requested giving at least four weeks' notice where possible. We have a new procedure for requesting holidays. Please now complete this online form -

<https://forms.office.com/e/Je0QA89JrK> to request leave, the link is also available on our website.

Once Mrs Cook has processed the request, you will be notified via email.

Late arrivals/School Lunches

If your child is going to be late into school/has an appointment, please let us know using our absence email absence@burtonjoyce.notts.sch.uk or by leaving a message on the answerphone. Please also state if they require a school lunch ordering.

Early Collection

We appreciate it isn't always possible to book appointments out of school hours.

If you need to collect your child early for an appointment, where possible please let us know in advance

We now have to ask for proof of all appointments, you can bring the letter into the office or send a copy of it via email.

Medicine

Our Trust Policy is that we can only administer medication if they are prescribed 4 times a day. Full details can be found in our Medicine Policy on our website. If your child requires medication. Please complete this form <https://forms.office.com/e/cPCzx1pdMw> and ensure the medication is dropped at the school office in the packaging with the prescribed label fully attached.

Uniform/PE Kits/Water Bottles

I know we are continually reminding you, please name all belongings your child brings into school. Each week we have a huge amount of lost property that more often than not doesn't get returned to its owner due to being unnamed!

Any uniform unnamed will be sent to the PTA School clothing bank at the Co-op.

Please ensure all children have a water bottle with them every day. KS2 have to take their water bottles in to the dinner hall for lunchtime.

Reminder that you can also purchase school uniform from the PTA. Please contact bjpta@burtonjoyce.notts.sch.uk for stock enquiries.

Childrens Air Ambulance clothing bank

This has been a huge success since being on site from the Summer Term. You will find it at the back of Foundation next to the Hub. If you have any unwanted clothes, towels, sheets, blankets, curtains, and paired shoes please bag these items and drop them in the clothing bank.

PTA Summer Fair

The Summer Fair is on Saturday 8th July. If you can help in any way on the day, please get in touch with the office.

Raffle Prizes- we would be extremely grateful if any of our parents/carers have their own business or work for a company who have the capacity to kindly donate a prize for the Summer Fair raffle. Please contact the office if you can help.

After-school Clubs

If your child is unable to attend a session. Please let the office know for safeguarding reasons. We still have spaces on our after-school clubs. Currently we don't have enough take up for Yr 5/6 Drumba or Yr 5/6 Frisbee therefore unfortunately are unable to run these clubs. For further information please contact the office.

Monday- KS1 Striking & Fielding

Tuesday- KS2 Boccia
Year 3/4 Striking & Fielding

Wednesday- Yr 1-6 Clay Creators

Yr 5/6 Drumba

Thursday- Yr 5/6 Frisbee

Tournaments

Huge thank you to all the parents/carers/grandparents who help transport children to and from tournaments and events. These wouldn't be able to take place without you. I am sure you will agree that the children thoroughly enjoy these events, we really appreciate your time and dedication to make this happen.

Piota (School App)

Thank you to those who completed the school communication survey sent out before half term. The results concluded that the school app is being used by less than 25% of parents/carers, therefore we have made the decision to close the app down and send all communication via email only. Also thank you to those who provided useful feedback. We will endeavour to continually improve communication by condensing emails into one where possible and give you as much notice as possible for future events.

Please take a look at the website for regular updates for what the children have been getting up to at school.

Parking/School Drive

Please consider the safety of your parking at drop off and pick up. The school drive is only available to use for staff and visitors. If you do need to come up the drive for any reason, please arrange this with the office first.

Diary dates for the Summer Term

Further information will be sent prior to these dates

Friday 16th June- PTA Break the rules day- letter attached

Friday 23rd June- Non-uniform bring a bottle (F2 to bring chocolate)

Wednesday 28th-30th June- Yr 6 Residential

Wednesday 5th-7th July- Yr 5 Residential

Saturday 8th July- Summer Fair 1-3pm

Monday 10th July- Sports Day KS2 -am. F2/KS2- pm

Tuesday 11th July -Reserve Sports Day

Thursday 13th July- Class swap

Friday 14th July- Reports home & Foundation Graduation- 2pm

Monday 17th July- Yr 6 Production 2 & 5pm- form sent before half term

Tuesday 18th July- Yr 6 Production 2 & 5pm- form sent before half term

Friday 21st July- Last Day, Year 6 Leavers Assembly- am.

If you have any feedback or questions please come and speak to us, give us a call or send an email.

Thank you

Mrs Haywood, Mrs Devereux & Mrs O'Hara