



# Office Newsletter Spring 2024

Burton Joyce Primary School

## Spring 2024

### Happy New Year!

Below are some reminders and information from the office team.

#### Data Collection

Please complete this form for any new updated contact details.

<https://forms.office.com/e/L2k6mADZTs>

#### 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](mailto: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. 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](mailto: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 it is 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.

### **Medi Tracker**

Reminder that we now use Medi tracker to inform you of any incidents/medication administered in school. Please check your emails. If we are concerned about your child, we will of course give you a call.

### **Year 6 Hoodie order**

If you would like to order a year 6 hoodie, please email [reception@burtonjoyce.notts.sch.uk](mailto:reception@burtonjoyce.notts.sch.uk) by Friday 19<sup>th</sup> January with the size and quantity required.

### **Uniform/PE Kits/Water Bottles**

Please name all belongings your child brings into school. Every two weeks unnamed items will be sent to the PTA/clothing bank.

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

Reminder that you can also purchase school uniform from the PTA. Please contact [bjpta@burtonjoyce.notts.sch.uk](mailto: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.

### **Bottle tops & batteries**

We are still collecting bottle tops and batteries, please keep sending them in.

### **Spring 1 Afterschool Clubs**

Please collect children from outside the office at 4.30pm. (On the stage club finishes at 5pm). If your child is unable to attend a session. Please let the office know for safeguarding reasons.

Tuesday- Year 4,5,6 Table Tennis

Wednesday- On the stage  
F2/KS1 Lego

Thursday- KS1 Sports & Games  
F2 Dance

Friday- KS2 Gymnastics (spaces still available- <https://www.premier-education.com/parents/venue/courses/20748/?location=burton%20joyce>)

### **Lunch time clubs**

No sign up or payment required, children just go along.

Tuesday- KS2 Choir  
Thursday- KS2 Spanish

### **Paid clubs**

Monday & Wednesday- French. Contact [jacqueline.arkley@ntlworld.com](mailto:jacqueline.arkley@ntlworld.com) to sign up.

**Piota (School App)-** reminder that this is no longer in use. All communication will be sent out via email.

**Teachers2parents app-** please download this app to make payments. Ignore the email/text link that gets sent when you have a new payment.

**Parking/School Drive**

Please consider the safety of your parking at drop off and pick up. Please do not park on or opposite the yellow lines. 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 Spring Term**

<b>JAN</b>	<p>18<sup>th</sup> Jan - Pooh's All Day Brunch</p> <p>19<sup>th</sup> Panto- Sleeping Beauty 9:15 FS/KS1 &amp; 10:45 KS2</p>	<p>KS2 children need to pre book lunch for this date via this form- <a href="https://forms.office.com/e/Twk7e2NDX7">https://forms.office.com/e/Twk7e2NDX7</a></p> <p><b>Please make payment via teachers2parents if you haven't done so already or contact the office for a confidential discussion if you are unable to make payment.</b></p>
<b>FEB</b>	<p>W/b. 5<sup>th</sup> Children's Mental Health Week</p> <p>9<sup>th</sup> PTA Valentines Non uniform day</p> <p>9<sup>th</sup> Reports home</p> <p>9<sup>th</sup> Break up for half term</p> <p>19<sup>th</sup> INSET-SCHOOL CLOSED</p> <p>20<sup>th</sup> Children return to school</p>	<p>Further info sent nearer time</p>
<b>MAR</b>	<p>7<sup>th</sup> World Book Day Breakfast</p> <p>8<sup>th</sup> -17<sup>th</sup> Science Week (Theme: Time)</p> <p>W/b. 18<sup>th</sup> Assessment Week</p> <p>21<sup>st</sup>-28<sup>th</sup> Book Fair</p> <p>22<sup>nd</sup> World Water Day</p> <p>26<sup>th</sup> Easter Assembly at Church (Y3/4 @ 9.30 and Y1/2 @ 10:30)</p> <p>27<sup>th</sup> KS2 Choir Singing at the Albert Hall</p> <p>28<sup>th</sup> Easter activity day</p> <p>28<sup>th</sup> Break up for Easter</p>	<p>Further info sent nearer time- parents/carers invited</p> <p>Further info sent nearer time- parents/carers invited</p> <p>Further info sent nearer time- parents/carers invited</p> <p>Bonnet Parade- Further info sent nearer time- parents/carers invited</p>
<b>APR</b>	<p>15<sup>th</sup> Children return to school</p> <p>15<sup>th</sup> Well-being Day</p> <p>19<sup>th</sup> Newsletters, homework sent home.</p> <p>23<sup>rd</sup> &amp; 25<sup>th</sup> Parents Evening</p>	<p>Please send full PE kit</p> <p>Booking form will be sent nearer time</p>
<b>MAY</b>	<p>6<sup>th</sup> May Bank Holiday Monday-SCHOOL CLOSED</p> <p>W/b. 13<sup>th</sup> Y6 SATs week</p> <p>24<sup>th</sup> Break up for half term</p>	

<b>JUNE</b>	3 <sup>rd</sup> Children return to school 3 <sup>rd</sup> & 10 <sup>th</sup> June Multiplication check 3 <sup>rd</sup> Well-being Day 7 <sup>th</sup> Newsletters, homework sent home W/b. 10 <sup>th</sup> Phonics Screening Check 26 <sup>th</sup> New F2 2024 Parents mtg 5:00pm 26 <sup>th</sup> -28 <sup>th</sup> Year 6 Residential	Please send full PE kit
<b>JULY</b>	2 <sup>nd</sup> Class Swap (pm) 6 <sup>th</sup> PTA Summer Fair 8 <sup>th</sup> Sports Day (FS/KS1 AM and KS2 PM) 9 <sup>th</sup> Reserve Sport Days 11 <sup>th</sup> PTA Summer disco 12 <sup>th</sup> Reports home 16 <sup>th</sup> Y6 Production 2pm and 5pm 19 <sup>th</sup> FS Graduation 2pm 23 <sup>rd</sup> Y6 Leavers assembly/ celebrations 23 <sup>rd</sup> Break up for summer	Further info sent nearer time- parents/carers invited  Further info sent nearer time.  Further info sent nearer time- parents/carers invited.

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 (0115 931 23 73/office@burtonjoyce.notts.sch.uk)