



Office Newsletter Spring 2025

Burton Joyce Primary School

Spring 2025

Happy New Year!

Dear Parents and Carers,

A very warm welcome back to school, and we hope you had a wonderful Christmas and New Year! As we begin the new year, we want to keep you informed with some important updates and reminders. Every Friday we will continue to send a reminder email detailing events for the following week.

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**. If your child has been sick or had diarrhoea our policy is that they remain off school until 48hours after the last episode.

You can report absences via any of the below options-

Emailing – absence@burtonjoyce.notts.sch.uk

Calling school 0115 9312373 and press option 1.

Late arrivals/school Lunches

If your child is going to be late into school/has an appointment when reporting the absence please let us know if your child requires a school lunch ordering. Children must be signed in at the office on arrival.

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 have to see proof of all appointments; you can bring the letter/text into the office or send a copy of it via email.

Leave request

Leave in term time must be requested at least four weeks' in advance where possible. Please complete this online form – <https://forms.office.com/e/cHdsA3R5J8>

Once the request has been processed, you will be notified via email. You can find further information regarding leave requests via this link on our website [Burton Joyce Primary School - Request for absence](#)

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.

Asthma

If your child requires an inhaler kindly ensure that the medication is **in date** and an inhaler is kept in school at all times. If you are unsure please ask your child's teacher.

Medi Tracker

Reminder that in the event of an injury, this will be recorded via our Meditracker system. You will receive a notification if the injury requires attention. If the injury is serious or requires urgent attention, we will, of course, call you immediately.

Pupil Premium Funding

Each year the school receives extra funding from the government to provide additional support and educational experiences for children who are in receipt of certain benefits. This funding is called Pupil Premium and can help ensure all children have access to the same opportunities and activities. To find out more and to see if you are eligible, visit this link-

<http://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk>.

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.

You can order logoed uniform from [S&A Uniforms | Quality school and work wear in Nottingham](#)

Preloved uniform can also be purchased from the PTA. Please contact bjpta@burtonjoyce.notts.sch.uk for stock enquiries.

Childrens Air Ambulance clothing bank

You will find it at the back of Foundation. 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 (sent to Dove Cottage Hospice) and batteries, please keep sending them in.

Amazon Wishlist – Thank You!

A huge thank you to everyone who has purchased items from our Amazon wishlist! Your generous contributions help us provide valuable resources for the children. If you'd like to contribute, please feel free to check out the list on our website.

New School Website Coming Soon!

We are excited to announce that we'll be launching a new school website soon! Stay tuned for an improved user experience and easier access to important information.

After school clubs

Please collect children from outside the office at 4.30pm.

If your child is unable to attend a session. Please let the office know for safeguarding reasons.

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 or blocking footpaths. 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.

Polite reminder: Please can we remind all parents with dogs to stand away from the school entrance (on both Willow Wong and Padley's Lane) when dropping off or collecting children. Thank you for your understanding.

Diary dates for this year attached and School Holiday Calendar

Upcoming dates for week commencing 13th January.

Monday 13th January

KS2 Cheerleading 3.30-4.30pm

Tuesday 14th January

Year 3,4,5 & 6 Spanish club during lunch time- children can just go along.

Year 5/6 Dodgeball 3.30-4.30pm

Year 1-6 Spaghetti Maths 3.30-4.30pm

Year 1-6 Clay Creators 3.30-4.30pm

Wednesday 15th January

Nottingham Castle drama workshop for Foundation during the morning

Foundation Fun & Games 3.30-4.30pm

Thursday 16th January

Winnie-the-Pooh Lunch- see attached change of menu for this day.

irock music lessons during the afternoon

French club during lunch time

Year 3/4 Dodgeball 3.30-4.30pm

Friday 17th January

We will be having a performance of Peter Pan in school from M & M Theatrical Productions for all children.

To cover the cost of the Theatre Production we would appreciate parents/carers paying £6.50. Please pay via the Arbor app.

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)