



6th September 2018

Welcome back to school. A special welcome to our new families and our new staff.

As it is the start of the new school year, there is lots of information to share with new parents, so I thought I would share it with all of you!

Start of the day

We open the gate at the top of the main playground at 8.40 and then we open the side gate at 8.45. The gate to Cubs and Kittens will open at 8.45 am. Children should not be waiting without an adult before 8.40am. The children are encouraged to come into school on their own.

If you need to speak to your child's teacher, they will be in the classrooms welcoming the children so there is really only time for a quick chat. If you need a longer appointment, please email or ring to arrange a time. The teachers are also available at the end of the day once the children have all left the classroom, but again, it helps to book an appointment if your chat will be longer than 5 minutes especially as they may already have a meeting or an appointment in their diaries.

School uniform

Please can you check that all parts of your children's uniform are named. School sweatshirts can be ordered online and we do have some second hand uniform for sale; please ask at the office. Plain headbands and clips with small bows can be worn in school but will need to be removed for PE; large bows and headbands with ears or flowers can be easily broken and should not be worn in school. If your child is entitled to a free school meal, don't forget to come to the office and order your free school sweatshirt or cardigan (one per child per year).

End of day

School ends at 3.15. Cubs and Kittens will finish at 3.10 (they start 5 minutes earlier to give you time to get around to the main playground if you have multiple pick ups!) Please feel free to come onto the playground so your children can find you, but not before 3.10 – so the children are not distracted in class. Please do not come around the back of the building to wait for your children as we have very limited space and a lot of children to get out of school. Can I ask that you keep your children from riding their bikes or scooters in the playground to avoid accidents- scooter patrol will return!

Snacks and treats

As a healthy school, we encourage a healthy playtime snack. Foundation and Keystage 1 children will have a piece of fruit provided through government funding. We do encourage the children to take a piece of school fruit for their snack and if they have their own, they can have an additional snack or eat it during afternoon playtime.

All children can only have fruit or vegetables for their snack. Dried fruit can also be sent in but not processed fruit snacks eg fruit winders. If your child has a specific medical need that requires an alternative snack, please speak to your child's teacher.

All children are encouraged to have a water bottle in the classroom, which they will have access to at all times. We cannot allow squash or fruit juice in the classrooms, as the spillages leave the floor and tables very sticky, but it can be in their packed lunch!

Some children like to bring in something for the class to help to celebrate their birthday - this is not compulsory! Please can all treats come in on the nearest Wednesday to your child's special day as this is our treat day.

Medication

We will only administer oral medicines in liquid / tablet form that have been prescribed by a medical practitioner, and are required 4 x day (3 x can be organised around the school day) . Medicines must be in the prescribed container, clearly marked with the child's name, the date, the type of medicine and the quantity and frequency of the dose. We will only accept responsibility for administering medicines during the school day upon completion of an Administration of Medicines Consent Form. Medicines such as asthma inhalers that the child needs to have closely at hand during the day can be stored in an agreed place in the classroom. In these cases we request that an Asthma form be completed. If your child requires any long term medication, please can you contact Mrs Dailly to arrange a meeting.

Contacting school

If you need to contact school, please ring the school office **after 8.30am, don't forget when you leave a message to give us your child's name and their class.** All staff can be contacted through the school office or directly by email. If the issue is urgent, please call the office, as the teachers do not always get a chance during the school day to check their e-mails.

Miss Shaw	Headteacher	head@pendragon.cambs.sch.uk
Mrs Brown	Deputy Head	tbrown@pendragon.cambs.sch.uk
Mrs Dailly	SENCO	kdailly@pendragon.cambs.sch.uk
Mrs Duff	Lettings and Pre school	ppreschool@pendragon.cambs.sch.uk
Mrs Townsend	Trips and pupil information	dtownsend@pendragon.cambs.sch.uk
Mrs Upton	ParentMail, ParentPay and attendance	hupton@pendragon.cambs.sch.uk

Teacher	Room	Class	Year group	E mail address
Mrs Willmore		Kittens (FS and Pre school Team Leader)	FS	nwillmore@pendragon.cambs.sch.uk
Mrs Marshall		Cubs	FS	amarshall@pendragon.cambs.sch.uk
Miss Trotter	1	Lynx	1	ktrotter@pendragon.cambs.sch.uk
Mrs Taylor	2	Ocelots	1	staylor@pendragon.cambs.sch.uk
Miss Westlake	3	Bobcats	2	hwestlake@pendragon.cambs.sch.uk
Mrs Bardell	3	Bobcats (Thurs)	2	abardell@pendragon.cambs.sch.uk
Mrs Smart	4	Sand Cats (Y1/2 team leader)	2	csmart@pendragon.cambs.sch.uk
Miss Cracknell	5	Pumas	3	ecracknell@pendragon.cambs.sch.uk
Miss Crow	6	Leopards	3	gcrow@pendragon.cambs.sch.uk
Mr Edwards	7	Panthers	4	oedwards@pendragon.cambs.sch.uk
Mrs Millard	8	Tigers	5	cmillard@pendragon.cambs.sch.uk
Mrs Buck	9	Jaguars	4	cbuck@pendragon.cambs.sch.uk
Mrs Huntley	9	Jaguars(Wednesday)	4	jhuntley@pendragon.cambs.sch.uk
Miss Jupe	10	Lions	6	bjupe@pendragon.cambs.sch.uk
Mr Pritchard	11	Mountain Lions	5	spritchard@pendragon.cambs.sch.uk
Mrs Ruffle	12	Snow Leopards	6	hruffle@pendragon.cambs.sch.uk
Mrs Stamp		Music(Wed and Thurs)		mstamp@pendragon.cambs.sch.uk

If you have any queries or questions, please do come and ask! We cannot solve a problem we do not know about.