

Hawthorn Community Primary School

Hawthorn Road
Kettering
Northants
NN15 7HT

Tel: 01536 512204
Fax: 01536 512468



Head Teacher: Julie Clubley
Email: head@hawthorn.northants-ecl.gov.uk
Website: www.hawthornprimarykettering.co.uk

4th September, 2019

Welcome Back! Important Information

Dear Parents and Carers,

A very warm welcome back to everyone, and a big welcome to all our new children, parents and staff; I hope you will be very happy here. I hope that everyone enjoyed a good summer break and that you are looking forward to another good year at Hawthorn. We are very excited about the year ahead.

We are looking forward to a productive partnership with you to ensure our children can achieve their potential. We recognise that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

We ask that you guide and support your child's learning by ensuring that your child:

1. Attends school daily and arrives on time, ready for the day's learning experience;
2. Completes all homework assignments given by teachers;
3. Reads daily to develop a love for reading and to improve literacy skills;
4. Shares school experiences with you so that you are aware of his/her school life;
5. Informs you if he/she needs additional support in any area or subject.

E-mail and Contact details

Next week we will be sending out a data collection sheet for all children. It is important that you respond to this sheet (even if there are no changes) so that we know that the information that we hold on file is accurate and up-to-date. If any details change during the course of the school year, please keep us up-dated so that we can keep you informed about what is happening in school through our weekly newsletter. We aim to communicate with parents and carers electronically wherever possible, but should you require a paper copy of letters or the newsletter, please contact our school office staff.

School Uniform

It was lovely to see all of the children arriving at school this morning proudly wearing their



school uniform, and I would like to remind you that we expect children to wear their correct uniform each day unless it is a muffin day. Children are also required to wear the correct clothing for p.e. – i.e. a white tee-shirt and black shorts and plain black or white trainers.

School lunches

I would like to thank parents and carers for their patience over the summer holiday as we have moved to a new provider for our school meals. You should now have received information about the service and how to order meals. All children within EYFS and KS1 are eligible to have a free school meal, but it is vital that these are ordered, as the caterers only bring the number of meals that have been ordered each day. Although we will never see a child go hungry at lunchtime if they do not have a meal ordered, we cannot guarantee that we will be able to provide them with a hot meal. Can we please also request that your child has a water bottle in school every day.

Morning Arrangements

The arrangements for the start of the school day remain unchanged this year, so children should not be brought to school before 8.30am unless they are attending the Breakfast Club or organized before-school activities. The school gates will be opened at 8:30am but a member of staff will not be on duty in the playground until 8.40am, when the building will be opened for children who wish to go straight to their classrooms where their teacher will be on duty. If children do not wish to enter the school at 8.40am, they should stay in their playground area until the whistle blows, when they will then be sent into school.

From 8.50am onwards children and parents will not be able to access the school through the KS1 or KS2 entrances. Any children who arrive after the school start time of 8.50am, must enter the school via the main reception entrance, where they will be signed in by the school office staff. We will lock the school gates at the Broadway entrance and adjacent to the butcher's shop on Hawthorn Road at 8.55am promptly each morning to ensure that the school site is secure, once the children are in the school building.

Please note that once the doors have been closed parents and carers should not be in the school building. If you need to speak to someone in school between the hours of 8.50am and 3.20pm please report to the main school office through the main entrance, where the office staff will be pleased to help you. Should your child need to leave the premises during the school day because of a medical appointment or for any other reason, please report to the school office to ensure that children are signed in/out appropriately.

Pick Up Times

Please note that school finishes for EYFS and KS1 at 3.15pm, and 3.20pm for KS2 children. EYFS children should be collected from the Barn exits – your child will not be released to any adult until the teacher has seen their responsible adult or has checked the password of any person we are uncertain of.



Children in Ash class should be collected from the door at the back of their classroom that leads into the pathway up to the top playground. Bay and Elm children should be collected from the KS1 playground. Again to improve security, your child will not be released by the teacher until they are sure of who is collecting them.

All of the children from KS2 exit the building via the KS2 entrance adjacent to the Butcher's shop. If your child is in year 3 or 4, the children will remain with a member of the school staff until the adult is certain that someone is there to collect the child, but year 5 and 6 children are released by the teacher and are expected to find their own adult, or walk home by themselves if they have the correct permissions to do so. Please note that if you wish your child to walk home alone there is a consent form available (online or request a paper copy from the office) that needs to be completed and returned to the school office to confirm these arrangements. This is only applicable for children in year 5 and 6, and they cannot be allowed to walk younger siblings home.

Link to online consent form:

<https://www.hawthornprimarykettering.co.uk/form/?pid=108&form=310>

Any child who is not collected at the end of the school day will be taken to the school office until an adult arrives to collect them.

Everyone at school is really looking forward to the year ahead, and we hope that you are too. Please remember that if you have a problem or concern we'd rather know about it than not, so please contact us to discuss any issues or questions that you may have.

Yours sincerely



Julie Clubley
Headteacher