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| cid:image007.png@01D2198C.095D21E0 | WEST SUSSEX COUNTY COUNCIL  BARTONS PRIMARY SCHOOL **Headteacher: Mrs Kate Powell**  **Lethaby Road, Bognor Regis,**  **West Sussex PO21 5EJ**  **Tel no. (01243) 822056 Fax no. (01243) 841580**  **email:** [**office@bartonsprimary.school**](mailto:office@bartonsprimary.school) |  |

15th June 2020

Dear Parents/Carers,

Thank you for accepting your child’s school place at Bartons Primary School. Apologies for the delay in getting in touch; we had been waiting to hear from all of our families starting in September. We are now in a position to send out vital documentation that we need you to complete in order to prepare for the autumn term. This paper work is crucial to us in setting up our systems and I ask that you return **all** of the documents **as soon as possible**. These documents can be posted to us or you may want to drop them into school. If you do so then please abide by the strict social distancing procedures that we have in place. This entails ringing the bell at the front door and waiting to be let in by one of the office staff.

In the pack you will find forms that need completing about permissions needed, a Home School Agreement, a Free School Meals form and other information relating to things like school uniform, special diets and the House that your child will be in. JW Sports, our uniform provider, are now open in Bognor High Street and I would suggest that you order uniform sooner rather than later to avoid the late August rush. Please ensure that you have checked the uniform policy on the school website – for your information school shoes should be a sensible school type shoe because we do not allow children to wear trainers to school and school trousers should be grey and NOT black. In the pack you will have the name of the school ‘House’ that your child will be in. For P.E lessons, you will need to buy the correct ‘House’ colour t-shirt which is supplied by JW Sports.

Children in Year R are entitled to a free school lunch under the governments Universal Free School Meal scheme but we still need you to complete the Free School Meal Eligibility form only if you are in receipt of any benefits or are on a low income. Please don’t complete it if you don’t need to. By completing this form, the school get considerable additional funding which helps us support pupils who need it and to provide additional staff and resources. Please check the West Sussex CC letter included for the specific benefits that meet the eligibility criteria.

Your child’s class teacher will be Miss Yardley and the teaching assistant will be Mrs Spencer. The class is called Elm class. In the pack is a task called ‘Treasure Box’ for the summer holidays that Miss Yardley would like the children to do. This involves making and putting together a special box that can be shared in class in the autumn term.

Normally, at this time of year, we would be holding a parents meeting and you would receive a list of dates of days and activities where the new cohort of children will be invited into school. I’m sure that you realise that because of Covid-19, sadly we are unable to do this this year. What we would like to do instead, though, is to make available some virtual materials where you can access the same information. This can then be shared with your child. Currently, we are preparing our school website to have a section on there called Year R Starting School. In this section, we hope to put up useful information, a virtual video tour of the school, a video introducing key staff to the children, PowerPoint slides and any other useful things to make the transmission to school easier for all of you. When this is ready, we will signpost you to this. Please look out for an email from us in the future and ensure that we have the correct one for contacting you.

At the moment, I am unable to give you any start dates because of the socially distant government model that we are having to work with but this could change at any point so we will keep you updated with this. The normal school term should start on Monday 7th September but at the moment we are unsure of what will be required of schools next term.

Lastly, I just wanted to say welcome again to Team Bartons. This year, we were heavily oversubscribed and so you are lucky to be starting with us. Bartons is a wonderful school with excellent staff and great pupils that make learning a joy. The school community all work together really well and we regard ourselves as one big family. I hope that you are looking forward to your child joining us and we will do as much as we can to make it a smooth and enjoyable process. Please remember to get all of the forms back to us as soon as you can and check out our school website for lots of up to date information.

Best wishes and yours sincerely,

Mrs Kate Powell

Headteacher