



# GILBERT COLVIN NEWSLETTER



Headteacher: Ms Liz Cohen | 6 September 2024

## HEADTEACHER'S NOTE

It's the start of a brand new school year and I would like to wish all of our pupils and parents a warm welcome back!

Next week, the after school clubs timetable will be sent out with sign up instructions. The majority of clubs will be run by Gilbert Colvin staff but three sports clubs will be run by an external provider. You can sign up to these clubs directly (please see attached flyer).

In the rest of today's newsletter, there are some reminders from the office about some of our processes. Please do feel free to approach our friendly office team should you have any questions!

## KEY DATES



Monday 9th September  
Year 5 swimming starts

Wednesday 11th September  
Autumn term clubs sign up  
information sent to parents

Wednesday 18th September,  
3.45-4.45pm  
YR-6 'Meet the Teacher' event

## PUPIL COLLECTION

Routine appointments such as dental check-ups and opticians appointments should be arranged out of school hours. If you need to collect your child during the school day, this must be via prior approval. Please call the school office to arrange a convenient time for your child to be collected as there are certain times of day when we do not have the staffing levels to be able to collect children from their classroom. If you do not call first we may not be able to accommodate your request. Please note that children cannot be collected or dropped off during break or lunch times.

## NUT FREE SCHOOL

Please can we remind parents and carers that our school strives to be a nut free school. We have children in the school with severe nut allergies and contact with nuts could result in a severe allergic reaction. This could potentially be life threatening. Items found in lunch boxes which contain nuts will be confiscated and disposed of. Thank you for observing our nut free policy and working with us to keep our children safe.



## LEAVING TELEPHONE MESSAGES

When leaving a message on the absence telephone line please speak **SLOWLY** and **CLEARLY**, stating your child's first name **AND** surname and which class they are in. Please state the specific reason for absence. We ask that you familiarise yourself with your child's class name which are now all named after trees. Many children have similar names and without this information it can be difficult to track down who has left the message. Thank you.

## END OF DAY ARRANGEMENTS

A remind that you must notify the office **NO LATER** than 3pm of any changes to end of day collection arrangements. After this time messages cannot be passed on and children will be taken to the late room and can be collected from the office.