



Joy Lane Primary School

A Love of Learning, for Life, for All

DJH/fcp

Oyster Bay Nursery & Oysters SRP (ASD)
Headteacher: Ms D J Hines

Tuesday 8th September 2015

Dear Parents and Carers

The Staff, Governors and I would like to extend a big warm welcome to you all after our summer break. It was a delight to greet you all yesterday after what seemed an extended summer break and I look forward to working with you in the coming year.

I hope that you and your child will enjoy the year with us and should you have any concerns or questions, please do not hesitate to contact us and we will gladly have a discussion with you. You will be able to meet us all formally at our Partnership meetings in early October where we will discuss your child's progress in their learning and their well-being.

Our Premises Manager, JM and his team have worked extensively to clean and refurbish areas, plus ensuring that our new temporary year one classroom (soon to be an extension of our hall) was ready for the children; the School building and whole School site is looking very smart – I would request that you ensure litter is placed in the rubbish bins around the School site.

In the coming week, the School office will be sending you a data collection sheet, from this we will be able update your child's essential home information. On the form you will have the opportunity to say whether you would like to receive paper copies of letters or by email, plus whether you would like to volunteer/offer help in different aspects of the School (gardening, building, decorating or helping on School trips or in the classroom). If you would like to volunteer/offer/help, you will be invited to an induction meeting with Mr Ashley-Jones so that we can ensure your skills are used effectively and that you have the relevant information and expectations of Joy Lane. I would appreciate a swift return of the data collection sheet. I will also be sending you dates for your calendar next week, with key dates for the coming academic year.

We are holding a *Macmillan Coffee Morning* on Monday 28th September 2015 from 9am – 10.15am, in our Main School Hall. The event is being led by Teachers (Mrs King and Mrs Moorfield) and we would welcome your support and thought you may appreciate the opportunity to meet other members of our School Community. Further information will be sent to you.

I have also added some School Information which you may find helpful.

My very best regards,

Ms D J Hines
Headteacher

LTP/Headteacher/8Sept2015



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School Information

Pupil Absence from School

If your child is absent from school, could you please telephone the school office by 9.00am on the day of absence and follow up with a letter stating the reason for the absence when your child returns to School. If your child should have a medical appointment during school hours, please request a pupil pass from the school office; this will give authorisation for your child to be absent from school during school hours. You could also inform us of your child's absence by email to: office@joylane.kent.sch.uk.

School Lunch

At Joy Lane, we are privileged to have our food cooked on site by our school cook, Mrs Lloyd and her team. The school is able to provide our children with the best quality fresh meat, fruit and vegetables, which we are able to source locally. The price of our school lunch remains at £2.20 per day for children in Key Stage Two; if you would like your child to have a school lunch, please send the money in advance, or on the first day that your child would like a meal (cheques made payable to Joy Lane Primary School). You are able to pick up a copy of our menu from the school office.

Snack Food

At break times the children are often hungry and I would like to remind you that children are only allowed to eat fruit at these times; this is to ensure that the children's energy levels are sustained until lunchtime. If your child has a medical condition that requires anything different, please contact our Inclusion Team to ensure that we write a medical plan to support this need.

School Uniform

Please could you ensure that your child's uniform is clearly labelled and that your child's P.E. kits (indoor and outdoor) are in school throughout the week as your child will be participating in weekly Physical Education; all children will be expected to take part unless a medical condition prevents. Please note that black shoes only should be worn in School, if this is not possible on occasion, please contact me. Children can wear stud earrings (no hoops) to School but these should be covered with tape or removed for all PE activities (including swimming). I would like to remind you that nail varnish is not acceptable during the school week. Thank you for your kind attention in this matter. We endeavour to ensure that our uniform is competitively priced for you and we source our sweatshirts and PE shirts from the most cost effective producer; a full list of our uniform is available from the office or our website.