



# TOWNGATE PRIMARY ACADEMY



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3<sup>rd</sup> November 2016

Dear Parent/Carer

## Book Fair

Travelling Books will be coming to the school from Monday 7<sup>th</sup> until Thursday 10<sup>th</sup> November, and parents and pupils will be able to browse and purchase from the selection of books in the library from 8.30 am until 9 am and from 3.15 pm until 3.45 pm.

## Confirmation of School Times & Registration Process

### Nursery

Part-time pupils Morning = 9.00am – 12.00 noon - doors open for collection at 11.45 am  
Afternoon = 12.30pm - 3.30pm - doors open for collection at 3.15 pm

**All other classes** - 8.50am - 3.15pm

The door opens at 8.50 am, morning registration begins at 8.50 am and closes at 8.55 am, children who are not registered in class by 8.55 am will be marked as late in the register. Children arriving after the doors have closed will need to go to main reception to be marked as present and order their lunches.

To help parents who have children in different Key Stages, Key Stage 2 staff will be on the junior playground from 8.45 am where juniors can line up ready to go in. This information is detailed on the school website.

## Pupil Absences

If your child is unwell and unable to attend school please phone the school office before 9 am and advise staff of the reason for absence and anticipated date of return. If this does not happen then Mrs Brown, the Learning Mentor will make a call on all unauthorised absences that are recorded to establish a reason for non-attendance.

**Please can you ensure that you have let the office know of any change of telephone numbers in case of emergency situations, and also that we have an email address available.**



## **Parent Pay**

Parent Pay is now no longer used by the academy, therefore please ensure that you have registered with Tucassi to make payments online for trips and dinner money. Link codes are available from school office if you have not already registered.

## **ShoeBox Appeal**

Reminder – can we please have all Christmas gift shoe boxes in by **Monday 7th November**. Additional leaflets are available at the school office.

## **Dealing with Stress as a Parent or Caregiver**

On Friday 25<sup>th</sup> November 1pm – 3pm we are holding a one off workshop for parents/carers on how to deal with why parenting is stressful and why it's important to take care of ourselves. If you would like more information and to attend please contact Ms Brown as there are limited spaces

## **PTA Meeting**

Then next PTA meeting will be on Tuesday 8<sup>th</sup> November at 5pm (will be no longer than one hour) and it will be focussed on arrangements for the Christmas fair. If anyone would like to come along, please do so, we are always pleased to see new parents. If you cannot attend the meeting but would like to contribute any ideas please pass these to the school office.

Yours sincerely



Mr S Walker  
**Head of School**