



**Ormiston Cliff Park**  
**PRIMARY ACADEMY**

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Principal: Mrs K Rutherford MA BEd

 **Anchored in excellence**

6<sup>th</sup> July 2021

Dear Parents,

In September 2021 your child will be in **Miss Russell's Investigators**.

The Teaching Assistant working with this class is **Mrs Coles**.

We are really looking forward to welcoming you to Ormiston Cliff Park Primary Academy and we will work hard to make sure that your child is happy and safe so that they can make the most of learning opportunities and have fun.

With this letter you should receive a welcome from your child's new teacher introducing themselves and the coming year. You should also receive a 'Welcome to The Academy' booklet and an 'All About Me' booklet. Please take your time over the summer to talk about these with your son or daughter as well as refer to information on the school website to help you get ready.

We have tried to include some handy hints below to help the start of school to be as smooth as is possible. Here are some handy tips: -

### **How to prepare for joining Reception:**

- Your child will need:
  - Uniform - as shown in the brochure. Uniform is available from Screens Schoolwear ([www.screensschoolwear.co.uk](http://www.screensschoolwear.co.uk)) in Lowestoft and Harrisons Schoolwear ([www.hschoollwear.co.uk](http://www.hschoollwear.co.uk)) in Gorleston
  - A water bottle- only tap water for hydration and supporting good learning
  - Coat
  - PE bag- drawstring style
  - Please only bring small backpacks if necessary - space on pegs is limited and needed for coats
  
- Coming to school and leaving school:
  - Give yourself plenty of time to get to school!
  - Park away from school and walk. Please avoid driving along Orde Avenue to safeguard all our children
  - Come to school gate between 8.30 and 8.50 (this may change due to Covid 19 expectations.) where you will be directed to your child's classroom.
  - The end of the school day is 3pm (this may change due to Covid 19 expectations)
  - When the children enter the classroom your child will be supported to find their own peg
  - At the end of the day the school gate will be opened – come onto the playground and wait by your child's classroom door.

- Lunches:

The Government currently fund school lunches for all children in Reception, Year 1 and Year 2.

- Lunch orders are taken daily at morning register time.
- Your child can order a school dinner with a main option or Vegetarian option. A packed lunch can be brought from home if required. Alternatively, a jacket potato can be ordered which will come with a cheese or bean filling and some salad.
- We expect packed lunches to provide a health option and therefore do not allow chocolate bars, sweets or nut based products. A good option is fresh fruit, sandwiches, cheese etc. Children can bring juice or squash to have with their lunch only.

- Attendance:

- Children should arrive at school on time as this supports their social and emotional wellbeing and helps to establish good habits. Where children are late they miss out on starting with friends and on instructions.
- Leave of Absence forms must always be completed for any known absence in advance. Holidays will not be authorised only in exceptional circumstances and at the Head of School discretion.
- It is the responsibility of the parent to contact the school before 9am if your child is going to be absent.

- Communication:

- Letters, forms, trip payment requests, important messages, etc. all go out on **ParentMail** so please make sure that you fill in the *ParentMail form in your Admission Booklet*, and return it to us as soon as possible. Don't forget to download the **ParentMail pmx app**.
- Each year group will also have their own notice board, and flyers/posters will be put in year group and class windows.
- Information is also updated on the school website ([www.ocppa.co.uk](http://www.ocppa.co.uk))

Final requests:

- Complete Admissions booklet and return
- Spend time sharing the 'Welcome to The Academy' booklet and 'All About Me' booklet with your child.
- Let us know any specific concerns or specific needs

We will be in touch before the end of term about the dates, times and arrangements for starting at the Academy in September.

We look forward to welcoming you into our school family!



Mrs K. Rutherford, Principal