



Together we will achieve.



Orchard Academy
Springfield
Milton Keynes
MK6 3HW

Friday 8th September 2023

Dear Parents/Carers,

I would like to welcome you all back to Orchard Academy and hope that you have all had a good summer break. We have enjoyed having our Year 4, 5, 6 and Aspen children return to us, and have thoroughly enjoyed welcoming our new Year 3 children to the Orchard family. The children have returned to school full of smiles and are settling into their new classes with enthusiasm, demonstrating that they are starting each day being **Ready, Respectful and Safe**.

As Orchard Academy our ethos and values underpin all that we do. We believe that together we will achieve and reach our goals by showing respect, making the right choices, working hard, becoming a confident learner, showing perseverance and being aspirational.

This year we welcome many new faces to our Orchard team:

In Year 3 we welcome Mr Mangalan in Yew Class, and Miss Osei in Elm Class.
In Year 4 we welcome Miss Orimolade in Hazel Class and Mrs Shahzad in Poplar Class.
In Year 5 we welcome Miss Greene in Sycamore Class and Miss Brown in Rowan Class.
In Year 6 we welcome Miss Okafor in Ash Class.
In Aspen, we welcome Mr Blackburn as a teacher and Mrs Sentini as a TA.

We also have the pleasure of welcoming Mrs Senogles, our new Pastoral Leader, and Mrs Clarke, our new SENDCO. We understand their vital role in working with our families and communities and will be sharing update specific contact details for each shortly.

The school day, start and end times

The start of the school day

8:30am - Classrooms will open to welcome children into school.

8:40am - Classroom doors will close ready for registration and gates will be locked.

We ask that parents and children wait patiently and calmly for the classroom doors to open to welcome children into school.

If your child arrives after **8:40am**, they will need to go to the main school reception/office to be registered. Any child arriving after **8:50am** will be marked as late. Likewise, if you are late collecting your child, they will need to be picked up from the main school reception/office, this will also be monitored. We ask that you are on time to drop off and collect your children.

Executive Headteacher: Mrs R Ryan Deputy Headteacher: Ms H Auger
Springfield Boulevard, Springfield, Milton Keynes, MK6 3HW
Telephone: 01908 670681



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Lunchtime for the children

12:00pm-12:30pm - Year 3 and Year 4 eating lunch in the hall

12:30pm - 1:00pm - Year 5 and Year 6 eating lunch in the hall

End of the school day

3:05pm - Classroom doors will open for you to collect your child.

Your child will only be allowed to be collected by the people you have named. If another person collects your child, you will need to inform the class teacher before-hand and the person collecting your child will need to give the password to the teacher before your child will be allowed to go. Year 6 children are permitted to walk home with completed consent letters provided by parents.

Dropping off and collecting your child



Please, can we remind you that school premises is a no-phone zone, in line with the Safeguarding Policy. We ask as parents that you support us with this and do not use your mobile phone when you are 'dropping off' or

While we encourage children to be physically active, we ask that if they come to school on a bike or scooter, that they do not ride on them in the playground to avoid accidents. We ask that your child does not play on the equipment in the morning or after school. However, if they do play on the equipment and they do have an accident it will be your responsibility as their parent.

Finally, just a reminder about parking, when parking please be mindful of residence and the community and walk to school if you can. Please **do not** park on the pavements, or on or across private driveways, or on the yellow zig-zag lines. The school carpark is for staff only and should not be used by parents unless this has been agreed with by the school in some circumstances.

We thank you for your continued support with the above and ask that if a member of staff reminds you of these expectations, that we are respectful of one another.

Uniform and what your child will need

Your child will be expected to come to school wearing school uniform, this includes the correct shoes and PE kit.

No jewellery should be worn at school except a small pair of stud earrings. However, children **should not wear earrings** on days they have P.E and you will be asked to take them out in the morning if your child comes to school wearing them. Long hair should also be tied back.

All uniform including the items with the school logo on can be purchased from Kedaph School wear www.kedaphschoolwear.co.uk items such as trousers, skirts and shoes can be purchased from major retail stores.

We do have 'pre-loved' uniform available in school, so please contact school@orchard.emat.uk if you need support. We would also welcome donations of uniform items that have been grown out of.

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Your child will need to bring a named rucksack and a named water bottle to school each day. On their PE days they will need to come to school in their PE kits. These days have been shared with you by your child's class teacher.

Universal free school meals

Free school meals will be available for all children in school. The menus will be available weekly, where you will be able to make the choices for the meal you would like your child to have. This selection needs to be completed by **Wednesday** each week via the online link below:

<https://login.eduspot.co.uk/public/portal/school/?app=schoolmoney>

Please make sure you complete this, as your child **will not** have a meal provided for them.

Alternatively, you can provide your child with a packed lunch instead. This should be a healthy and balanced lunch with packaging your child can manage by themselves. No glass bottles or cans please.

We are an **ALLERGY AWARE SCHOOL**, so no nuts or nut-based products, should be brought into school.

Breakfast Club and After School Clubs

Breakfast club will be operating as usual and will be open from 7:30am each morning and runs until the beginning of the school day. The cost is £2.50 per day.

We are excited to announce we will be opening a new Wrap Around Care after school programme after October half term. More information will be available in due course.

There will be a range of afterschool clubs will be offered each term that your children will be able to attend. These usually run from 3:15 until 4:15. This year we will be offering a place at our clubs at a cost of £3:00 per session. Further information of available clubs and how to register your child will be available from Monday 17th September.

Arbor

For school communication we use the Arbor platform, that works both on web browsers and the Arbor App. You should have received a school log in and if you need any support please contact the school office.

Weekly SWAY Newsletter and Orchard Website

Our weekly newsletter will begin again on Friday 15th September, this will be sent out to you on Arbor and available on our school website. These will keep you up to date with what is happening in school and any upcoming events. We also post on our Facebook and Twitter pages.

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We are also improving and updating our school website with Year Group dedicated areas so that you can see what your child is learning and how to help your child from home each half term. We will also be sharing all our updated curriculum overviews to support your understanding of your child's educational diet each year.

We would like to thank you for your continued support and if you have any questions or require any further information, please contact our school office via the telephone 01908 670681 or via email school@orchard.emat.uk

Mrs Ruth Ryan
Executive Headteacher

Ms Hannah Auger
Deputy Headteacher

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