

### Office hours

Our school office is ran by Mrs Mc Burnie Monday, Tuesday, Wednesday  
Mrs Handley Thursday, Friday

The hours are:

- Monday 9 am—3pm
- Tuesday 9 am—3pm
- Wednesday 9am –1pm
- Thursday 9 am –12pm
- Friday 9 am –12pm

If you phone out with these hours there is no assurance your message will be picked up.

The school office can be contacted on 01387 750227

### Footwear

We do not implement a change of shoe policy for children as we understand buying two sets of shoes can be expensive , however if your child does come to school in wellies we do ask they bring a change of footwear.

### Clothing

As the seasons change please ensure your child comes to school with weather appropriate clothing. We ask that you label your children's clothing clearly with their name to avoid any mix ups.

### Wet mornings

As we head into the wetter weather please note that on wet mornings children come directly into school, place their coats and bags in the cloak room and will be sent to an appropriate room by staff.

### Breakfast club

All children are welcome from 8.30 am .Last orders will be at 8.50 to allow the children time finish their breakfast and be ready and settled for the school day. There is no charge for this club but donations are welcome. Thank you.

### Homework club

Homework will begin on Monday 20<sup>th</sup> January - Homework club is held in school on Monday lunchtime. This ensures a range of resources are available and help from their class teacher, if necessary to assist with the completion of homework. Our homework policy is included with this newsletter which will tell you the individual expectations from each class.

### Diary Dates

A calendar of events and significant dates are attached. Please note some of these are amended dates.

*Jennifer Irvine*

Head teacher