#### **Richmond Hill Primary Academy**

Melton Road Sprotbrough Doncaster DN5 7SB



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5<sup>th</sup> October 2023

Dear Parents/Carers

## PRINCIPAL'S UPDATE – 5<sup>TH</sup> OCTOBER 2023

We are looking forward to welcoming you to our Parents' Evening on Monday 30<sup>th</sup> October. As you know, the school is currently undergoing building works, which has resulted in some uneven surfaces and holes in the KS2 playground. For safety reasons, we kindly request that all KS2 parents use the designated walkway coned off from the main playground when walking to the modular classrooms for your appointments. This temporary walkway will be created by Mr Woolley over half term to avoid the hazard areas and ensure parents can access the classrooms safely. We apologise for any inconvenience caused by the building disruptions and thank you for your understanding. The uneven playground should be rectified shortly after parents' evening. We hope you find the evening informative and enjoyable.

## Parents' Evenings for ALL pupils - Nursery to Year 6:

Our Parents' Evenings will be taking place on **Monday 30<sup>th</sup> October** - Appointments will be in school face to face from 3.15-6.15pm. Also **Wednesday 1<sup>st</sup> November** – this will be telephone consultations, held from 3.30-4.30pm.

The booking system to make an appointment will be **open** from 5.00pm on Monday 16th October and will **close** at 5.00pm on Friday 27<sup>th</sup> October. Please log on to your Arbor Parent Portal to make your booking. When the system opens, we would advise completing any bookings as soon as possible as office staff are term time only and will be unavailable during the half term break if you experience any difficulties.

**Nursery/Reception appointments** – please enter/exit the site via the KS1 gate and go to the Reception entrance. You will then be directed to the allocated area to look through your child's work before being invited into the classroom for your appointment at your allocated time.

**KS1 appointments** – please enter/exit the site via the KS1 gate. One Y1 classroom and one Y2 classroom will be open for you to enter/exit school where you will be able to look through your child's work before being invited into the adjoining classroom for your appointment at your allocated time.

**KS2 appointments** – please enter/exit the site via the KS2 gate. You will then be able to look through your child's work in one of the year group classrooms before being invited into the adjoining classroom for your appointment at your allocated time.

**Y5 only** – please go to the Y5K classroom.

**Please note:** There is no access internally between key stages so parents who may have appointments in both KS1/KS2 will need to access the classrooms via the relevant gate.

## Please see the attached guide for booking a parents' evening appointment.

**SEND Review Week** – w/c 6<sup>th</sup> November – parents of pupils with a SENd Support Plan will be contacted by their child's class teacher to make a separate appointment. During this appointment you will have the first part discussing your child's parents' evening then lead into the review of your child's support plan.

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#### **Teacher Led Tuition:**

From week commencing 13<sup>th</sup> November 2023 staff will be resuming our successful teacher led tuition sessions for identified pupils. You will be notified during parents' evening if your child is selected for these sessions and be given details of the day and timings, either before or after school, when the weekly sessions will be held.

## **Reception Admissions 2024/2025:**

A reminder to current nursery parents/carers – Doncaster Council's application process for your child's place in Reception starting September 2024 is now open. **Closing date 15<sup>th</sup> January 2024**. Please go to Doncaster Council Admissions to complete your application form. In previous years we have been over subscribed in Reception, so please complete as quickly as you are able to.

### **Secondary School Admissions 2024/2025:**

A reminder to current Y6 parents – the **closing date** for applications for your child's secondary school place is **Tuesday 31**<sup>st</sup> **October**. Please go to Doncaster Council Admissions to complete your application form.

#### **October Half Term:**

School closes 3.15pm on Thursday 19<sup>th</sup> October

Training Day 2 Friday 20th October - school closed to pupils

School re-opens Monday 30th October

#### **Christmas Performances**

To ensure parents have the details about this year's Christmas Performances, please see the Parents' Diary at the end of this update, giving you the dates and times. Performances should last about 45 minutes each. Further details about all our Christmas activities will be announced at a later date.

Yours sincerely

Debbie Secker

Principal



# PARENTS' DIARY DATES **SEPTEMBER-NOVEMBER 2023**

DAY	DATE	EVENT		
Tuesday	10 <sup>th</sup> October	Y3 Visit to York Birds of Prey Centre		
Thursday	19 <sup>th</sup> October	Flu Vaccination Catch Up Sessions		
Friday	20 <sup>th</sup> October	Training Day 2 – school closed to pupils		
w/c Monday	23 <sup>rd</sup> October-27 <sup>th</sup> October	October Half Term		
Monday	30 <sup>th</sup> October	School Re-opens to pupils		
Monday	30 <sup>th</sup> October	Parents' Evening 1 – Face to Face		
		Details about how to book an appointment will be		
		sent out before October half term		
Tuesday	31st October	Reception Visit to Sprotbrough Library		
Tuesday	31st October	Deadline for Secondary School applications		
		(2024/2025) to Doncaster Council		
Wednesday	1 <sup>st</sup> November	Parents' Evening 2 – Phone Calls		
		Details about how to book an appointment will be		
		sent out before October half term		
Wednesday	8 <sup>th</sup> November	School Photographs – individual and siblings		
Friday	10 <sup>th</sup> November	Remembrance Assembly for Pupils		

DECEMBER 2023					
Tuesday	12 <sup>th</sup> December	Year 3 Reception Year 4 Year 6	9.00am 10.30am 1.00pm 2.15pm		
Wednesday	13 <sup>th</sup> December	Year 2 Nursery Year 1	9.00am 10.30am 1.00pm		

Year 5

1.00pm 2.15pm

