



Richmond Hill Primary Academy Voluntary Academy

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1st September 2022

Dear Parents/Carers

PRINCIPAL'S UPDATE – RETURN TO SCHOOL

A warm welcome to the imminent start of a new year at Richmond Hill. We are looking forward to seeing all our wonderful children back on Tuesday 6th September and welcoming our new pupils*. I wanted you to have all the relevant information you need to know, in order for us to have a smooth transition into the new academic year.

(*Foundation children have staggered start dates between 6th-12th September)

Firstly, here is a reminder of start and finish times for each year group:-

FROM SEPTEMBER 2022		
Year Group	School Start time	School Finish time
Reception	8.45am	3.15pm
Year 1	8.40am	3.10pm
Year 2	8.45am	3.15pm
Year 3	8.45am	3.15pm
Year 4	8.40am	3.10pm
Year 5	8.45am	3.15pm
Year 6	8.40am	3.10pm
Nursery	8.35am Wednesdays for 15 hours children only Beginning of Week 8.35am-11.35am End of Week 12.00noon to 3.00pm	3.00pm

Beginning of the Day - gates to Foundation/KS1 and KS2 will open at 8:30am. Classrooms will open 5 minutes before the allocated start time.

End of the Day - gates to Foundation/KS1 will open at 2.55pm and KS2 gates at 3.05pm.

Entry and Exit are our busiest times and initially this will take longer as staff become familiar with new parents/carers. As we have seen previously this will speed up and we thank you in advance for your patience.

KS2 Gate - Pupils are able to filter in to the KS2 playground at their allocated start time from the bottom of the ramp. Staff will be on duty daily to greet pupils and to direct them to line up at their year group designated area/cone. On exit, pupils who are being collected will line up at the designated year group areas on the playground to be collected by a parent/carer and released by the staff member.

Pupils in Y3 and Y4: must be accompanied to/from school by an adult. On entry parents/carers can either bring their child to the gate and a staff member will guide pupils to their designated area or parents/carers may accompany them up into the playground. On exit parents/carers must enter the site and go to the designated year group area to collect their child from the staff member.

Pupils in Y5 and Y6 only: are able to walk to school and home from school alone with parental consent – please see the website for our policy – parents will be able to provide their consent if they wish their child to walk to/from school alone on the Arbor Parent Portal from the afternoon of Monday 5th September. Alternatively - on entry parents/carers can either bring their child to the gate and staff will guide them to their designated area or parents/carers may accompany their child up into the playground and on exit parents/carers may enter the site and go to the designated year group area to collect their child from the staff member.

Parental Permissions:

The annual consents/permissions for your child will be available via your Arbor Parent Portal from the afternoon of Monday 5th September. Parents new to school will be sent details about how to access the Arbor Parent Portal shortly. Please ensure you access and complete the necessary consents for the following as soon as possible:-

Photographs/Videos

In particular, we would love to share photographs of our pupils as soon as they start their new school year, so if you agree to this please complete your permissions straight away to enable us to let you see how they are settling into their new classes and meeting up with their friends or for our new children taking their first steps in forming the friendships that may last a lifetime.

Home/School Agreement

Swimming (Y5 only)

Mobile Phones (Y5/Y6 only)

Walk Home Alone (Y5/Y6 only)

Collection of Children at the end of the day:

If you make arrangements for your child to be collected at the end of the day by a different adult who is not authorised to collect from school, then please be aware that you will need to ensure that you have informed either the classroom staff directly or a member of the academy office staff, to let us know the details. If we do not receive this confirmation then this will mean a delay in your child leaving school until we make contact with you to check it has your authorisation. The details of any adult, including childminders, collecting your child should be included in their Arbor Pupil Profile, please check your Arbor Parent Portal to make any necessary amendments.

Lunch:

A reminder that lunch-time will increase by 10 minutes this year and will no longer be staggered with all pupils taking their lunch break at the same time. Mr Burke and the Pupil Play Leaders, will then be able to offer activity provision in Early Years, Key Stage 1 and Key Stage 2.

For those children who would like a school provided meal, parents are able to view the meal choices on ParentPay – either the meal of the day or a jacket potato. Please ensure you complete your meal bookings **as soon as possible ready for the start of term.**

As outlined to parents new to school in the summer term, access to ParentPay will only be possible once your child is formally admitted to school (details to follow from our finance team) and academy office staff will manually book your child's meal preference in the interim during morning registration. For children who prefer to bring a packed lunch to school please remember not to include nuts/nut products and glass bottles.

School Building Update:

Before the holidays I communicated that we were thrilled with the news that we had been accepted onto the DFE Decarbonisation Pilot to look at the feasibility of a ground or air source heating system as part of our building difficulties. Over the holidays we have had some very productive meetings and also after being initially rejected by CIF (Conditional Improvement Funding) for heating repairs, we were delighted to hear that at appeal we have successfully secured the funding for the boiler and heating renovation. These two projects will hopefully run in tandem with a whole new green heating

system. I will update further when we have full approval from the decarbonisation study, but it looks extremely promising that we will very soon be all together again in our school.

Bags and Water Bottles:

We ask that PE kits for Reception to Y6 pupils are brought into school every Monday (or Tuesday if it's a bank holiday/training day) and remain in a separate bag in the class cloakrooms until every Friday. We ask that only items necessary for learning are brought in a bag on a daily basis to school - children will be allocated a reading diary (to contain merits, home school reading and any interventions only) and school reading books. Your child does not need to bring their own stationery to school as we provide all necessary equipment.

A reminder that drinks containers should be named and only contain water, there is an opportunity for pupils to refill their bottles with water during the school day.

Richmond Hill School Uniform Code:

Our uniform builds a sense of pride and belonging so it is important that our school uniform is worn. To ensure affordability we do not require logo items please see below:-

Black or Grey Trousers or Skirt/Pinafore Dress

Blue Sweatshirt or Blue Cardigan

White Blouse/Shirt or White Polo Shirt

Plain Black Shoes/Plain Black Trainers/Black Sandals (all footwear should be black, flat, sensible and safe)

Earrings/Jewellery:

Earrings and other jewellery (except a simple watch – not smart watches) **are not** to be worn at school as part of health and safety schools' risk assessments.

If ears are newly pierced this should be carried out during the 6 week break to ensure they are able to be taken out when we return to school. However, if a pupil's ears are still healing then inform the academy office by email and please ensure your child's ears are covered with medical tape – e.g microporous paper tape (for health and safety) before arrival to school on a daily basis.

Make-up/nail varnish/nail art/children's temporary tattoos – **must not** be worn in school.

Extremes of hair style/colour are not allowed. Lines/shapes or patterns cut into hair and extreme hair colours are classed as 'extremes'.

Absences:

From September 2022 the new Government guidance for Working Together to Improve School Attendance outlines key responsibilities by parents, schools, trusts and governing bodies. The new legislation puts emphasis on the importance of regular school attendance.

All pupil absence (including medical appointments) should be communicated by parents direct to the Attendance Officer to the email address – absence@richmond.doncaster.sch.uk or by telephoning school on 01302 782421 and choosing option 1 to leave a voice mail message. To ensure the information is received by the appropriate staff, please do not use any other school email address. If a pupil is absent and we have not received a reason for absence this **will result in a home visit by a member of our Inclusion Team as part of our legal duties to missing pupils**. When reporting any absence due to illness, please give as much detail as possible. Some childhood illnesses may affect anyone who is pregnant or children/adults who have other health issues – this will give us the opportunity to advise anyone in these categories to seek further advice from a health care professional.

Further information regarding the expectations for parents, schools, trusts and local governing bodies can be found following this link.

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Academy Office:

The academy office is open from 8.15am-4.30pm Mondays-Thursdays and 8.15am-3.45pm Fridays. Academy office staff will also be on duty at the KS1 gate/main entrance daily at the beginning/end of the school day for any parental advice/queries. You can also communicate with the academy office staff via office@richmond.doncaster.sch.uk.

Class Emails:

Year group emails are a great way of communicating with class teachers. Emails are checked once daily at the end of the school day. If you have any queries about daily routine or what your child is learning, then please do not hesitate to get in touch. However, If there is anything urgent please contact a member of staff in the academy office who will be able to act more swiftly.

A reminder of some other useful information for parents can be found at the end of this update.

We hope our children are looking forward to the beginning of an exciting year ahead, I know we are.

Yours sincerely



Debbie Secker
Principal

The Rose Learning Trust.



TRANSFORMING FUTURES COLLABORATIVELY

INFORMATION REMINDERS

SCHOOL WEBSITE

The School website is – www.richmond.doncaster.sch.uk

Under the Classes & Home Learning tab please select your child's class page. Here you will find useful information from your child's class teacher together with class videos/photographs. You do not need a password for this main page.

ARBOR PARENT PORTAL AND ARBOR APP

On your child's admittance you will be sent details about how to log on to the Arbor Parent Portal. The portal gives you access to the following:-

Your child's dashboard is the first screen that you will see. This gives a quick glance of your child's attendance. You can return to this page at any time by clicking on the school's logo or choosing Dashboard from any menu.

Statistics section shows information about your child's attendance.

Parent of more than one child - If you are the Primary Guardian for more than one child in the school, you can access and view each child through the same portal by clicking on the name at the drop-down menu with the children's names in the top-left of the home page, then change sibling.

Profile – this allows you to see basic information about your child, and highlights any unread notices or actions needed to be completed. You will be able to amend details such as your contact details, medical information, consents – pending approval by school.

Parental Permissions – consents/permissions for photographs/home school agreement etc are available on an annual basis to confirm.

Parents' Evening appointments – details of dates will be communicated when available and parents may book appointments with their child's class teacher.

PARENTPAY

We use an e-payment method at Richmond Hill which includes booking and payment for school dinners. This is done online using a very secure website called Parentpay or in cash at local stores where you see the PayPoint Logo.

On your child's admittance you will be sent details about how to create an account or what to do if your child has recently transferred from a school where you previously accessed Parentpay.

Please note:- even if your child is eligible for Free School Meals (from Doncaster Council) or is in Reception, Year 1 and Year 2 and is eligible for Universal Free School Meals*you will still need to access Parentpay to book your child's school dinners, if you are not providing a packed lunch from home.

*this applies to all children in Reception/Y1/Y2 and is funded nationally regardless of parents' financial status.

SNACKS

A healthy snack can be brought from home for morning break times by children in Key Stage 2 only. Free fruit from Doncaster Council will continue to be available for KS1 and Foundation children.

MILK

If you would like your child to have milk in school please register with the provider Cool Milk. Details are available on the school's website. Milk is free up to the age of 5, but you will still need to register.

YEAR 5/YEAR 6 PUPILS ONLY - MOBILE PHONES/WALK HOME ALONE

Parents of pupils in Year 5/Year 6 may give their consent via the Arbor Parent Portal for their child to walk home alone. Mobile phones should not be brought into school by pupils. However, if parents of Y5/Y6 pupils feel that their child needs the use of one before and after school because they walk

to/from school alone, then parental permission is needed via the Arbor Parent Portal. Phones are securely stored in the Academy Office during the school day. Pupils should go to the academy office via the entrance near the dining room immediately on arrival in the KS2 playground to deposit their phone. Phones will be returned to pupils at the end of the day in their classrooms. Phones brought to school must not be kept by pupils in their bags/pockets.

COMMUNICATION

Please ensure you keep your contact details up to date via the Arbor Parent Portal as we send the majority of communication via email or in-app messaging, time sensitive information will be sent via text. You will find the following contact information useful:-

To contact your child's class teacher please use the class email address for example
Year1@richmond.doncaster.sch.uk

For general parental enquiries
office@richmond.doncaster.sch.uk

For absences or to report any medical appointments
absence@richmond.doncaster.sch.uk
or phone 01302 782421 and leave a voicemail

For confidential contact
pa@richmond.doncaster.sch.uk