



WELCOME TO LEAS PARK JUNIOR SCHOOL

www.leaspark.notts.sch.uk

Telephone: 01623 477629

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Head Teacher – Mrs T Hall

We would like to welcome you and your child to Leas Park and hope that the information in this booklet is useful for answering any questions you may have. Please contact us by phone or email if you are still unsure about anything and we will do our very best to help.

Times of the School Day:

At the beginning of the day we like the children to line up on the playground when the bell is rung. Their teacher will lead them into the classroom ready to start the school day.

8:45 – bell is rung for the start of the school day.

10:20 – 10:40 – assembly (this is the usual time but it may change depending on what else is going on at school!)

10:40 – 10:55 – playtime. Year 3 play on the round front playground and years 4, 5 and 6 play on the back playground.

12:00 – 1:00 – lunchtime. The children have their lunch with their year group on a rota system so that everyone has a fair turn at eating their lunch both first and second. If the children are on first sitting they usually eat their lunch at 12.00 and if they are on second sitting they usually eat their lunch at 12.30.

We don't have an afternoon playtime – but sometimes the teacher may take the children outside for some fresh air and a quick run around.

3:15 – the bell is rung for the end of the school day.

At the end of the day the children will leave school out of their classroom door.

Uniform and PE Kit:

Our uniform is very simple and most items can be bought very cheaply at the local supermarkets. Please make sure your child's belongings are clearly labelled.

- Burgundy school sweatshirt or cardigan with our school logo (only available from school)
- White school polo t-shirt or school shirt
- Black or grey trousers, skirt or pinafore dress
- Black sensible school shoes
- Summer dress in school colours

PE

Once you have started at Leas Park you will be given your classes PE day. On this day every week your child must come to school wearing their PE kit which is: -

- Black or navy shorts
- Plain white t-shirt
- Joggers and tracksuit top/hoodie (any colour)
- Trainers

Your contact details:

Please make sure you let us know immediately if your contact details change, especially your mobile phone number, so that we can contact you whilst your child is at school should we need to. Please note, we need two emergency contacts for all children.

Lunchtimes:

The children at Leas Park have the choice of bringing either their own packed lunch or having a school dinner. **Unfortunately the universal free meals for infants do not apply at Leas Park because we are a junior school.** This means unless you are eligible for free school meals, you will need to pay £2.95 per day for a school dinner. (Please see the free school meals form in your pack). Diane, our Cook Supervisor, is very happy to meet with and talk to parents if there are any issues around school dinners, or if any parents would like to simply pop in to see what our dinners are like. If your child would like to change from school dinners to packed lunches or vice versa, simply contact the school office, giving us one week's notice so that Diane can alter her food order.

Please be aware that due to children with severe allergies, Leas Park is a fish free and nut free school. Please do not send your child to school with any food items that contain fish or nuts.

We do our very best to monitor what the children eat, but sometimes this can be very tricky with so many children. If you are at all concerned, please have a word with your child's class teacher so that we can work with you and support your child.

If your child brings a packed lunch, please try and ensure you provide a healthy meal. We don't allow fizzy drinks, glass bottles, hot food in flasks, hot drinks or sweets and hope that you will support us.

For more information please see our food policy on the school website <https://www.leaspark.notts.sch.uk>

Taking Children out of school:

If you need to take your child out of school for any reason, you will need to complete and return a 'Withdrawal from Learning' request form. This form is used by all the schools in Mansfield Woodhouse who feed into The Manor Academy. Copies can be found on our website or you can collect one from our school office.

Medicine:

If your child needs to have medicine during the school day, we are happy to do that for you. Please complete a form (available from our office or on our website) so that we know exactly what you would like us to do.

Communication:

We want you to be as involved in your child's school life as much as possible and there are several ways you can find out what's going on at Leas Park:

- Newsletter every Monday emailed to parents
- Termly leaflet giving information about all the clubs we offer
- Termly year group newsletter outlining what the children will be learning
- Text messaging service for reminders of events happening in school
- MarvellousMe parent app where you can see your child's activities and achievements. You will be sent an activation letter to enable you to set up your account

All newsletters are put on our website after they have been emailed out to parents. You will also have other letters emailed for specific activities e.g. trips and we will send text messages about some things that are happening in school.

Leas Park is a cashless school and all payments are made via ParentPay our online payment system. You will find information about this system in your pack. You will be emailed an activation letter to enable you to set up your account.