Dear Parents/Carers,

Thank you to all those parents and carers who attended our Meet the Teacher meeting on Monday 16th September. We hope you found this meeting interesting and the following documents useful.

- **Curriculum Information Sheet:** This was emailed to parents/carers in the first week of term and a copy is available on the school website for your year group [www.buckingham.richmond.sch.uk](http://www.buckingham.richmond.sch.uk).
- **Home School Agreement:** Please go through this agreement with your child, and together sign and return the blue copy to school as soon as possible.
- **Student Update Form:** This details all the contact and medical information we hold on the school files on your child. Please check the information and if necessary record any changes. This form now includes ‘Parental Consent’, which includes permission to attend trips and visits throughout the year, the use of photographs and the administering of first aid. Please return the form to the school office no later than **Monday 30th September**.
- **Child Collection Arrangements:** Please complete the Collection Arrangement form if your child is collected by adults other than you during the week. We will be unable to release your child without prior notification if these arrangements change. Please complete the form and return to the school office as soon as possible.
- **Punctuality:** Please ensure your child is punctual; lessons start promptly at 9.00 a.m. Year Two children may enter their classroom at 8.50 a.m.
- **PE:** Just to remind you that Indoor PE takes place on Wednesday for Sycamore and on Thursday for Chestnut and Willow. Outdoor Games can take place throughout the week as the weather can cause these lessons to be re-scheduled so please make sure that your child has a full named PE kit in school at all times. When the weather is colder, children may wear tracksuit trousers (blue, black or grey).
- **Library books** are changed weekly but reading books are changed each time that the Reading Diary is signed. Books are changed by the children themselves.
- **Carol Concert:** Later this term Year Two will be preparing to lead the Whole-School Carol Concert that will take place at All Saints’ Church in Hampton. You are invited to attend this heart-warming event to see your children perform. The date for this event will be **Thursday, 12th December**.

Welcome to what we hope will be a very enjoyable and successful year in which we will all work together to achieve our goals.

If you have any questions please do not hesitate to contact us.

Many thanks

Mrs S Day  Miss L Isaacs  Miss L Wilde
Willow Classteacher  Chestnut Classteacher  Sycamore Classteacher