9 September 2019

Dear Parents

Reminders

I thought that now that we are starting to settle back into the routine of the school day, this would be a good opportunity to remind us all about the rules on the school playground at the start and end of the day.

End of Day – Year 1 and Year 2 (front playground)
When collecting your child/ren at the end of the school day, please locate your child’s class number painted on the playground and stand behind the blue painted line directly in front of it. The class teacher and teaching assistant will then line the children up before dismissing them to a known adult.

End of Day – Reception (back playground)
When collecting the Reception children from the playground, please ensure that you keep the main pathway clear at all times and stand at the far end of the playground by the fence and the class teachers will bring your child out to meet you.

Playground Equipment
The playground equipment is for the use of our children during the school day. Please ensure that younger children and older siblings refrain from using this at the end of the school day when the teachers are trying to dismiss the children.

Dogs
Could I just remind you all that dogs (except guide dogs) are not allowed on the school premises. This is to ensure the safety of our young children. Dogs can become rather excited when there is a lot of noise and movement and therefore please refrain from bringing dogs onto the school site.

No Smoking
Smoking or vaping is not permitted on the school premises at any time.

Facebook Page
I would also like to take this opportunity to remind parents of our official Facebook page – please like and follow our page to keep up to date with news and reminders, you can find us at @Marstongreeninfacademy or by searching Marston Green Infant Academy (verified account).
Attendance & Absence Reporting

Illness

If your child is going to be absent from school due to illness, you MUST contact the school to inform us by 9am. You can do so by any of the following methods:

Leave a voicemail: 0121 779 5667 (option 1)
Send an email: absence: absence@mgis.org.uk

If your child is absent for an extended amount of time, please keep in contact with the school for the duration.

Please note: We have a 48 hour exclusion period from the last episode of any sickness or diarrhoea.

Leave of Absence

If you are planning on taking your child out of school for any reason other than illness, you must complete a Leave of Absence form (which can be obtained from the school office). All holiday requests, excluding those with exceptional circumstances will be unauthorised.

Please be aware that parents may be issued with a Fixed Penalty Notice by the Local Authority for unauthorised absences.

Thank you for your anticipated support.

Beverley Elliott
Headteacher