



Portobello Primary School
Creating Confidence, Empowering Excellence, Igniting Independence

3rd July 2024



September 2024



Dear Parent/Carer,

We would like to share with you some information for the start of the new academic year in September.

Class teachers will be:

Reception - Mrs Lockhart
Year 1 - Miss Pendleton
Year 2 - Miss West
Year 3 - Miss Tindale
Year 4 - Miss Lowes
Year 5 - Mr Bone
Year 6 - Mr Chipchase

Teaching Assistant Team

Miss Lillie
Mrs Wilson
Miss Wyatt
Mrs Duffy
Miss Fielding
Mrs Morgan Darnell

Designated Safeguarding Leads, should you have any concerns about a child, are Mrs Humphrey, Miss West and Mrs Lockhart.

Dates for your diary - Meet the teacher

Year 1 - Wednesday 4th September
Year 2 - Tuesday 3rd September
Year 3 - Monday 9th September
Year 4 - Monday 9th September
Year 5 - Wednesday 4th September
Year 6 - Wednesday 4th September

You are invited to meet your child's class teacher for a short, informal meeting on the above dates at 4.30p.m.

You will get to know more about what is happening at school and ways you can help your child too.

If you can't make it to any of the sessions or have a clash of meetings with more than one year group to attend, don't worry! Following the events, we will have copies of the presentations available on request.

Start and end of the day procedures

Reception, Year 1 and Year 2

Children should be brought on to the infant yard between **8.40am - 8.50am** where a senior member of staff will be waiting to admit them to the building. Once your child has been admitted they will go straight to their classroom to start a morning task. Doors will close at 8.50am promptly and registers taken.

- All classes will be dismissed on to the infant yard at 3.20pm. Reception will leave from their outdoor area, Year 1 from the door they enter on a morning and Year 2 from the library external door.

Year 3 - Year 6

- Children should be brought to the main gates between **8.40am - 8.55am** where a senior member of staff will be waiting to admit them to the building. Once your child has been admitted they will go straight to their classroom to start a morning task. Gates will close at 8.55am promptly and registers taken.
- Year 3 and Year 4 will be dismissed onto the key stage 2 yard by the class teacher or teaching assistant at 3.25pm prompt
- Year 5 and Year 6 will be dismissed onto the key stage 2 yard by the class teacher or teaching assistant at 3.30pm prompt

Any child arriving after 8.55am must be brought to the main office by a parent/carer you will need to sign in your child, where a reason will be recorded which may be discussed with the Headteacher and Governing Body should it cause a concern to your child's learning.

Kind regards
Mrs J Humphrey
Head Teacher



BIG AWARD
ENDORSED BY KIOSCOPE



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SCHOOL

