



**Wroxham Way  
Felpham, Bognor Regis  
West Sussex PO22 8ER  
Tel: 01243 820511  
Fax: 01243 833549**

**Email: [office@downviewprimary.co.uk](mailto:office@downviewprimary.co.uk)  
Website: [www.downviewprimary.co.uk](http://www.downviewprimary.co.uk)  
Headteacher: Mrs Mandy Williams**

September 2019

Dear Parents

### September Newsletter

Welcome back to all our families, new children in Reception, years 2, 3 and 4. The children are settling in to their new classrooms exceptionally well and we are looking forward to an exciting term ahead.

#### Dates for the term

European day of Languages – 26<sup>th</sup> September

Year 4 parents meeting for Hooke Court 2020 – 1<sup>st</sup> October at 3.30pm

Parent Drop ins – 8<sup>th</sup> October, Yrs R/1 & 2 at 8.40am and Yrs 3 to 6 at 3.20pm until 3.45pm

Year 5 parents meeting for Marchants Hill 2020 – 16<sup>th</sup> October at 3.30pm

Individual School Photographs – 17<sup>th</sup> October

28<sup>th</sup> to 1<sup>st</sup> November Half term holiday

4<sup>th</sup> November – Inset Day

Parents Evening, Year R to 6 – 6<sup>th</sup> November, 3.30 until 6.30pm

Parents Evening, Years R to 6 – 7<sup>th</sup> November, 3.30 until 6.30pm

Last day of term – 20<sup>th</sup> December

#### MMS Vacancies

We are seeking to appoint a highly motivated, enthusiastic, caring and friendly team player to join our effective and supportive staff. The role is Grade: 2, Point 2 – 3, term time only, 8 hours & 20 minutes per week, salary: £17,711 - £18,065 pro-rata (£9.18 per hour). Closing date for applications: Friday, 11<sup>th</sup> October @ 12 noon, interview date to be confirmed. Full details including the job application form are available from the office.

#### Absence line reminder

If your child is unwell and absent from school please will you either telephone the school to let us know or text the Absence line on **07845 999637** on the first day of absence. It is the policy of the education department that all absences must be covered by a note from the parent/guardian as soon as their child returns to school.

#### Uniform and P.E. kit

We would be grateful if you could ensure your child wears the preferable school uniform including footwear at all times. Please also note that weather permitting all children participate in outdoor P.E. It is therefore essential they have warm clothing during the colder months, including jogging bottoms, sweatshirt and trainers. Your child should also have their named Book bag and water bottle with them in school. Would you please ensure that all children bring their P.E kits into school on a Monday morning, to be taken home on a Friday afternoon.

#### Letters Home

Please may we remind parents that each class has a 'letter wallet' that comes to the office every morning. We ask that you send all letters into school with your child to hand in to their class teacher avoiding unnecessary congestion at the front desk. Thank you for your co-operation.



**Lunchtimes**

If your child has a hot meal at lunchtime they may bring in a carton of juice or squash to drink with their meal should they wish to. Milk and water will of course always be available as an alternative. May we also remind you not to send in any sweets or chocolate in your child's lunchbox or any products containing nuts as we have children in school with severe nut allergies.

**If you book a hot meal with Chartwells please update your child's/children's class for the new academic year.**

**Secondary Transfer**

For our parents with children in Year 6, you can apply for a place at secondary school for September 2020 from now until Thursday, 31<sup>st</sup> October. It is recommended to complete your application online where possible. Free Internet access will be available at all West Sussex libraries for parents who do not have access to a computer at home.

**Parent pay**

A few of our parents have recently experienced problems when paying for items on parentmail. To add an item to the shopping basket you need to select **payments – shop** where trips due for payment can be found. Please call into the office if you require any assistance with this.

Yours sincerely

Mrs M Williams  
Headteacher