



Hermitage Primary School



August 2019

Dear Parents/Carers

Please find enclosed your all-important INFORMATION PACK at the beginning of the year.

Annual Pupil Data checks **must** be completed for each child to enable us to hold the most up to date information and accurate information on file.

(The GDPR information letter from the Authority which you received by Expressions gives more detail on the information we hold.)

Broad dates have been included for the year on the annual planner. This gives advance information and will hopefully allow you to make plans around these dates. However, in a busy school, please be aware that any dates printed may be subject to change!

There are also opportunities for you to respond and offer your services and consents for local trips which will remain valid for the year ahead for the children.

Other consents pertaining to photos, videos and social media have already been supplied and need only be completed for us as a school once.

Please note that if you require to make changes to these a new consent form should be requested from the Office.

Newsletters will be issued monthly this year and will include a round up of school and Parent Council news along with any information for the month ahead. Additional information will continue to be issued via our Expressions App along with the Weekly Bulletin which so many of you find helpful. Please do remember our website also holds an up to date school calendar and a wide variety of useful documents and our Twitter feed is growing in popularity with daily updates on happenings around classes and across the school.

During the first week of September the first of our Newsletters will come to you along with a summary of the School's Improvement Plan for 2019-20.

Class Information booklets will also be issued in paper form for you to keep and refer to as the year goes on.

Please use these booklets to familiarise yourself with important details ranging from more general school procedures/routines to more class by class specific information on timetable arrangements, homework expectations and curriculum themes.

Don't forget, other information is contained within Personal planners. Please use this book with us as a vital communication tool.

Regards,

Elsbeth Davis
Head Teacher

Encs. Annual Data Check*
Local Consent form*
Date Planner
Administration of Medicines Info
Parental Involvement letter and form*
Parent Council letter

* Please return to the School Office asap, using the 'brown envelope'