



HUNTINGTOWER A PRIORY ACADEMY

EHa/CDu/001

1st September 2023

Dear Parents and Carers,

Welcome to the start of the academic year, 2023-4. This year, we are celebrating 110 years since the school opened and are looking forward to what is possible this year. I hope you have found time across the summer to spend time as a family despite the sometimes disappointing weather. As a staff, we have returned to prepare for the academic year and are looking forward to welcoming your child into their new class.

Tuesday, 5th September is our first day of the academic year and, in line with our newly updated attendance policy, our school day starts when the doors open at 8.50am with the class in Key Stage 2 (Year 3 to Year 6) lining up in the KS2 playground. Doors close at 9.00am when the gates are also locked. Please see the latest updated version of our [attendance policy](#). There have been several changes made to this policy and it is important for you to be aware of the changes in line with new government guidelines. **Please remember that Early Years classes (Kangaroos and Koalas) finish at 3.15pm and Years 1-6 finish at 3.20pm.** If you have any questions, please speak to the office who will be able to support you further.

From the first day, our PE and sport provision will be in place. Please see the table below identifying the days that your child will be required to wear PE kit. On Tuesday, 5th September, pupils in Year 4 (Gazelles and Rhinos Classes) and Year 1 (Lemurs and Wombats Classes) will be required to wear PE kits.

Headteacher: Miss E Harkins

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Huntingtower CP Academy is part of The Priory Federation of Academies Trust. For further information please contact
The Priory Federation of Academies Trust, Cross O'Cliff Hill, Lincoln LN5 8PW **Telephone:** 01522 889977
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PE/Sport Terms 1&2 – PE kits required to be worn:

Day	Year Group	Classes	Notes
Monday	Year 5 Year 2	Panthers/Lions Meerkats/Pandas	
Tuesday	Year 6 Year 4 Year 1	Wolves/Zebras Gazelles/Rhinos Lemurs/Wombats	To include Y6 class swimming
Wednesday	Year 5 Year 2 Early Years	Panthers/Lions Meerkats/Pandas Kangaroos/Koalas	Parents will be informed on ClassDojo/Parent Hub when this will begin.
Thursday	Year 4 Year 3	Gazelles/Rhinos Leopards/Tigers	
Friday	Year 6 Year 3 Year 1	Wolves/Zebras Leopards/Tigers Lemurs/Wombats	

On all other days, children will be required to wear [academy uniform](#). If you have any queries with regard to the uniform expectations, please speak to the academy office.

Meals can be ordered via Parent Pay. The deadline for ordering has changed this year and you will have received communication to let you know about this before and during the holiday. Pupils in Years 3-6 are required to pay for their meals unless they are in receipt of the Free School Meal allocation. If you feel that your child might be entitled to this, please apply through this portal - [here](#). Pupils in Early Years, Year 1 and Year 2 are entitled to a Universal Free School Meal (this is not the same as the Free School Meal entitlement) and it is part of the Early Years curriculum for them to have the meals. There are a 4 different meal options including a choice of baguette and are nutritionally balanced and delicious. It is a requirement that meals are ordered by the Tuesday the week before. Any child without a meal selection but entitled to either free school meals or universal free school meals, will automatically receive the first option. Families of our new Early Years pupils will not receive their Parent Pay log on until after they start and have received information as to how they will order meals in the first few days. Please ensure that the academy is kept informed of any dietary requirements. The kitchen are very good at providing for a wide range of requirements. If your child is absent and you have paid for a meal, it is your responsibility to contact Ideal Kitchens on 01522 246424 by 8am on that morning for you not to be charged.

It is important for children to bring a healthy snack (cereal bar/cheese/fruit – no nut based products) and a water bottle for the day. We recommend the academy water bottle which

can be purchased through Parent Pay and costs £2. **We do ask that all bottles are named and that glass and metal waterbottles are avoided.** Only water should be kept in these bottles for use in the classroom but pupils may bring squash for their drink at lunchtime. This will be stored in their lockers.

Your child will be receiving a new reading record for the academic team and we anticipate that your child (in Year 1 to Year 6) should have their new record and reading book towards the end of September. Please ensure that your child brings the record and the reading book every day to school. We also ask that they are put into a protective folder (we recommend one of our reading folders) and ask that they are kept away from water and drinks bottles. If any reading records are damaged whilst at home, the academy will ask for a donation for the replacement of the book/record.

ClassDojo has been updated for the start of the year. Please make sure that you can access your child's class. You are able to direct message your child's teacher through ClassDojo but if you wish to speak to any of the other staff listed within your child's class please contact the office rather than ClassDojo message. This is because they may not check their messages through this portal as regularly as a class teacher. Please note that Teachers will not be able to access ClassDojo whilst teaching and that this is not monitored outside of the Academy hours. Please also check the Huntingtower Academy School Story page for information about the academy as a whole. If your child is absent, ClassDojo is NOT the platform to report this. Please ring the Administration team on 01476 564291, contact through text message on 07921 693 323 or email through our enquiries email address huntingtowerenquiries@prioryacademies.co.uk.

If you have any questions with regard to the information discussed, please contact the main office who will be able to help resolve your query or direct you to another staff member who can help. We look forward to seeing you all on Tuesday, 5th September.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Emma Harkins', written in a cursive style.

Emma Harkins
Headteacher