

**Marleigh Primary Academy**  
**Marleigh Avenue Cambridge CB5 8BG**  
**Telephone 01223 618081**  
**E-mail: enquiries@marleighprimary.org**  
**Interim Executive Headteacher: Miss Charlotte James**

5th September 2024

Dear Parents/Carers,

We would like to warmly welcome our new families into the Marleigh Community, and I look forward to getting to know you all over the coming weeks and months.

The purpose of this letter is to provide you with important information linked to various areas of school life.

Please keep this letter to hand as you may wish to refer to it over the year!

### **Leadership Structure and Teaching Staff**

<b>Senior Leadership Team across both Fen Ditton Primary School and Marleigh Primary Academy</b>	
<b>Miss James</b>	Interim Executive Headteacher until 31 <sup>st</sup> October 2024 Executive Deputy Headteacher from 1 <sup>st</sup> November 2024
<b>Mrs Thompson</b>	Executive Headteacher from 1 <sup>st</sup> November 2024
<b>Mrs Hearn</b>	Executive Deputy Headteacher
<b>Mrs Parker</b>	Executive Deputy Headteacher
<b>Mrs Chapman</b>	Interim Executive Deputy Headteacher (Autumn Term, 3 days per week)
<b>Miss Norman</b>	Interim SENCo

<b>Class Name</b>	<b>Teacher</b>	<b>Year Group</b>
<b>Spitfires</b>	Mrs Brand Miss Brown	Nursery
<b>Comets</b>	Mrs Wordsworth Mrs Brand	Reception
<b>Hurricanes</b>	Mrs Devney	Year 1
<b>Vulcans</b>	Mrs McLachlan Mr Chambers	Year 2
<b>Blackbirds</b>	Miss Hurry	Year 3 and 4
<b>Hercules</b>	Miss Westrope	Year 5 and 6

<b>Additional Teaching Staff</b>	
<b>Mr Parker</b>	Physical Education Teacher
<b>Mrs Knight</b>	SEND Teacher (Currently on maternity leave until Spring 2025)

### **Timings of the School Day**

**Changes to how you enter the school site each day** - All pupils will now be entering and exiting the school from the gate nearest to the Park & Ride. They will enter their classrooms from the doors onto the playground.

**Bikes and scooters** – Pupils travelling to school on bikes and scooters will need to walk them through the gates and onto the playground. Pupils in Reception and KS1 should use the bike racks near the gate entrance. Pupils in KS2 will need to wheel their bikes across the playground and use the bike racks near to the carpark. Please note that no electric scooters will be allowed on the site. **If pupils are attending Premier’s after school club, they will need to leave their bikes and scooters in the bike racks near to the carpark regardless of which year group they are in.**

<b>Time</b>	
<b>8.40am</b>	<p>Playground gates open.</p> <p>All children enter via the gate next to the Newmarket Road Park and Ride Site.</p> <p>All children will enter their classrooms via the playground door.</p>
<b>8.50am</b>	<p>Playground gates close.</p> <p>Register taken.</p> <p>If you arrive after 8.50am, you will have to sign your child in via the school office.</p>
<b>3.15pm</b>	<p>End of school day for all children.</p> <p>All children will exit their classrooms via the playground door.</p>

### Absence Through Illness

If your child is going to be late into school or is absent through illness or medical appointments, the school office needs to be informed before 9.20am on that day by a telephone call. If no explanation for absence is given, the school office will make contact with parents/guardians to establish a reason for absence. For cases of diarrhoea and vomiting, 48 hours absence must be observed after the last episode of D&V.

### Reception Children Timetable

Just as a reminder please see below for the transition timetable for new Reception children joining us.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>School Holidays</b>	<b>3<sup>rd</sup></b> <b>Inset Day (1)</b> (Home visits – pm).	<b>4<sup>th</sup></b> All children attend for the morning only <b>Collection at 12pm.</b> (Home visits - pm).	<b>5<sup>th</sup></b> All children attend for the morning only. <b>Collection at 12pm.</b> (Home visits - pm).	<b>6<sup>th</sup></b> All children attend for the morning and stay for lunch. <b>Collection at 1.30pm.</b> (Home visits - pm).
<b>9<sup>th</sup></b> <b>Start Fulltime</b> In all day. <b>Collection at 3.15pm.</b>	<b>10<sup>th</sup></b> In all day. <b>Collection at 3.15pm.</b>	<b>11<sup>th</sup></b> In all day. <b>Collection at 3.15pm.</b>	<b>12<sup>th</sup></b> In all day. <b>Collection at 3.15pm.</b>	<b>13<sup>th</sup></b> In all day. <b>Collection at 3.15pm.</b>

## **School Uniform**

At Marleigh Primary, we expect all our children to wear school uniform and be equipped with the appropriate kit for PE to promote a sense of unity and cohesion amongst pupils. We strongly recommend that **all** clothing is named. The uniform is as follows:

- Grey or black skirt/pinafore dress/shorts/trousers or Purple and white gingham dress
- Purple sweater (without hood) or cardigan (with or without Marleigh Primary Academy or Marleigh Nursery logo)
- White or purple polo shirt or blouse/shirt
- Purple, white, grey or black socks or tights
- All children are required to wear flat, black shoes without logos. Children need to be able to do up shoes on their own. No platform soles, high heels or trainers

**NO ITEMS of clothing WITH HOODS or other large logos please.**

We use a company called “Price & Buckland” to provide our school uniform, and they operate an on-line ordering system. Just type this link in to your web browser [www.pbuniform-online.co.uk/marleigh](http://www.pbuniform-online.co.uk/marleigh) and the webpage displays all uniform you can purchase either through using credit or debit cards.

**You can also purchase uniform from other providers without the school logo, but this should still be in the same uniform style.**

If you are struggling to purchase school uniform for your child, please speak directly to myself or a member of the Executive Leadership Team and we will support you.

## **PE Lessons**

The timetable below indicates the days that your child will have PE lessons this term. Each class will have PE on 2 days a week. On the days that your child has PE, they will need to come to school dressed in their PE kit. **Children will stay in their PE kit all day and do not need to bring a spare change of clothes.**

<b><u>Class</u></b>	<b><u>PE Days</u></b>
Comets Reception	Thursday Friday
Hurricanes Year 1	Tuesday Wednesday
Vulcans Year 2	Monday Wednesday
Blackbirds Year 3 and 4	Monday Friday
Hercules Year 5 and 6	Tuesday Thursday

Children should come to school on PE days wearing the following:

- White T-shirt (different to the one worn daily as part of their main uniform)
- Black shorts
- A pair of plimsolls/trainers (for outdoor P.E.)

**Kindness   Respect   Courage   Resilience**

- Black jogging bottoms or leggings and school sweatshirt (no hoods) for outdoor lessons in cold weather
- We ask that all long hair is tied back with small and discrete hair bands.

**Children should not wear jewellery, other than earring studs in pierced ears – these must be removed during PE lessons.**

### Class Assemblies

You will be invited to attend your child’s class assembly to celebrate what they have been learning about. **These will start at 9am** and will incorporate our weekly celebration assembly, lasting about 30 minutes. Please see the dates below to give you plenty of notice:

<u>Class</u>	<u>Date for Class Assembly</u>
Comets Reception	Thursday 22 <sup>nd</sup> May 2025
Hurricanes Year 1	Thursday 20 <sup>th</sup> March 2025
Vulcans Year 2	Thursday 6 <sup>th</sup> February 2025
Blackbirds Year 3 and 4	Thursday 28 <sup>th</sup> November 2024
Hercules Year 5 and 6	Thursday 24 <sup>th</sup> October 2024

### Fridge Flyer

The wigit fridge flyers proved very popular last year and we had lots of positive feedback. We will shortly share the one for Autumn term, we just have a few dates to confirm.

### Clubs

During the first half of Autumn Term, afterschool clubs, which are run voluntarily by school staff, will not be beginning. This is to allow staff time to settle into the new school year and focus on establishing routines and expectations within their new classes. We look forward to sharing updated communication with you as clubs are established later in the term.

### Wraparound Care

Breakfast Club is 8.00am - 8.40am. If you would like to book a space for your child, please email the school office: [enquiries@marleighprimary.org](mailto:enquiries@marleighprimary.org)

Premier Education provide our After School Club is until 6pm each day. For further information, please refer to the Premier Wraparound Parent’s Handbook – ask the office for a copy if you do not have one.

If you have any queries, please do not hesitate to contact Premier Education via email on [office-020@premier-education.com](mailto:office-020@premier-education.com) or via phone (01223) 631310 between 9.00 am and 5.30 pm, Monday – Friday.

## Communication

Clear communication between home and school is important; however, we do not want to overwhelm families with information, so will endeavour to send whole-school written communication on Thursdays.

Therefore, we are going to do the following:

- A weekly newsletter will be sent every Thursday to keep you updated with key information.
- The playground whiteboard will be on display daily to deliver key messages.

There may be some exceptions to this if information is time sensitive.

If you need to book an appointment with a member of staff, including your child's class teacher, please contact the school office either in person, via telephone or email: [enquiries@marleighprimary.org](mailto:enquiries@marleighprimary.org) to arrange this. **Class email addresses are not currently being used so please direct all of your queries to the school office or speak to your child's class teacher at drop off or pick up.**

Staff aim to respond to emails within two working days, but this may take a little longer during busy periods. For emails which require a more detailed response, staff have up to five working days to respond.

Do not forget to follow us on Facebook, Instagram and Twitter (X).

## Children Travelling Home on their Own

If your child is in year 5 or 6 and you wish to give them permission to travel to and from school independently, they will need a signed permission slip, which will be sent home soon. Please return this as soon as possible to the office, as children will not be able to be dismissed independently until this is completed. Alternatively, you can email the school office to provide permission.

## Healthy Snacks and packed lunches

A reminder that pupils in Blackbirds and Hercules class do not receive morning fruit but you are encouraged to send in some fruit or a healthy snack instead, **a reminder no nuts please**. Children are not allowed to eat crisps for their breaktime snacks.

Just a reminder if your child has a packed lunch, please ensure it is a balanced one and it **must not contain sweets, larger chocolate bars (such as mars bars etc.), fizzy drinks or nuts- we are a nut free school.**

## School Dinners

From September 2024 the price of a school meal will increase to £2.75 per day.

If you are unable/do not pre order meals for the following week, you will need to send your child in with a packed lunch.

Please remember, if you know of any times your child will be out of school e.g. medical appointments, trips etc then you will need to cancel the meals via the online system in advance or you may still be charged for these meals.

We would advise all parents that once you have booked and saved your meal choices, to log back in and double check that all the days meals are still appearing. If anyone is having any difficulties with this or logging on and ordering your child's meals, then please contact Innovate on 020 45427211, Monday-Friday 9am-3.30pm or [primary@impactfood.co.uk](mailto:primary@impactfood.co.uk).

### **Free School Meals Eligibility**

All families are encouraged to check eligibility for free school meals even if you do not think you would qualify at this point. This can be done by completing the attached application form, once completed the Education Welfare Benefit Team will be able to continually check eligibility throughout your child's school years using the ECS checking system. You would then be notified if you become eligible in the future. Please Note: For pupils in Reception, Year 1 and Year 2 who automatically receive Universal Infant Free School Meals must also complete this form. Parents with children already in receipt of Free School Meals do not need to fill in the application form again.

### **Medications**

If your child has any updates with regards to prescribed medication, please contact the school office.

### **PTFA**

We are always looking for parents and carers to join our PTFA or volunteer at fundraising events. If you have some fundraising ideas or would like to get involved, please speak to a member of staff.

We wish everyone success and happiness for the new school year ahead and I look forward to catching up with families on the playground and at forthcoming events.

Best wishes,

Miss James, Mrs Hearn, Mrs Parker, Mrs Chapman-Burton and Miss Norman

Executive Leadership Team