



Queens' Federation

Queen Emma Primary School

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Executive Headteacher:

Mrs Sarah Jarman

Friday 1st September 2023

Dear Parents / Carers,

We hope you have all had a wonderful summer and are looking forward to the term ahead. As some of you may know, at the end of the summer term, we swapped the locations of our KS2 classrooms. This now means that classes will be entering and exiting the school building via different doors than in previous years.

- Year 3 and Year 4 classes will enter and exit school via the Atrium doors.
- Year 5 and Year 6 classes will enter school via the door closest to the school hall.
- Year 5 will exit school via the door closest to the school hall.
- Year 6 will exit school via the doors at the back of the school hall.

Please can we also remind you that our classroom doors open at 8.40am every morning and school officially starts at 8.45am. The large black playground gates will close every morning at 8.45am. If you arrive at school after this time, please take your child to the main school office to be signed in by a member of our office team. To exit the school building after dropping off your child, please continue walking through the playground, past the school hall and use the large black gate that leads into our school car park as we are unable to open the gate near the bike shed after 8.45am. Our school day ends for all year groups at 3.15pm.

This year, children can continue to come to school wearing their PE kits on their allocated PE days. PE sessions will take place in our school hall and outside on the playground. On PE days, children should be wearing plain black shorts, jogging bottoms or leggings, a white t-shirt and trainers. This year, coaches from Premier Sport will be leading many of our PE sessions. Weather permitting, these sessions will take place outside and so a dark coloured hoodie may be required during colder weather.

Jewellery should not be worn in school with the exception of watches, studs for pierced ears and cultural or religious adornments. All of these must be removed during PE lessons. We recommend that this is done at home, as we cannot take responsibility for removing or storing jewellery. Long hair should also be tied back on PE days.



In the table below, you will find information about your child’s class and their PE days for the first half of Autumn term. Class teachers will let you know via their weekly newsletter if any changes are made.

Reception	Hedgehog and Owl Class	Friday
Year 1	Dolphin and Seahorse Class	Monday and Wednesday
Year 2	Penguin and Polar Bear Class	Wednesday
Year 3	Macaw Class	Tuesday and Friday
	Toucan Class	Monday and Friday
Year 4	Falcon Class	Wednesday and Thursday
	Kestrel Class	Wednesday and Friday
Year 5	Giraffe Class	Tuesday and Friday
	Zebra Class	Tuesday and Thursday
Year 6	Jaguar Class	Tuesday and Thursday
	Panther Class	Monday and Thursday

If your child is moving into Year 3, they will no longer receive a piece of fruit or vegetable for their mid-morning snack. Children in KS2 need to bring their own healthy snack to school each day. This could be a piece of fruit or vegetable. Alternatively, they could visit our school snack shop where they can purchase...

- Fruit Cocktail in Juice – 50p
- Melon Pot – 30p
- Cup of Milk – 30p

These snacks are available every day at morning breaktime. Children in Reception, Year 1 and Year 2 will still continue to receive a piece of fruit or vegetable for their morning snack.

Early next week, you will receive details of how to book onto our extra-curricular clubs that will be running throughout Autumn term. As in previous years, we offer a free place at a club each term for pupils in receipt of Pupil Premium funding, so please encourage your children to take a look and see if there is something that they would like to take part in.

We are very much looking forward to the term ahead and all the exciting things that we have planned. Please come and see us on the school gate each morning if you have any queries or questions,

With best wishes



Miss Stubbs and Mrs Holman
Deputy Headteacher / Acting Deputy Headteacher

