

Burdett-Coutts & Townshend Foundation C of E Primary School



Rochester Street, Westminster, London SW1P 2QQ
Tel: 0207 828 6790 | Email: office@burdettcoutts.co.uk

Tuesday 5th September 2023

Dear Parents and Pupils,

Welcome back to parents and pupils at the start of our new school year. We look forward to seeing you all again over the next few days and hope you have all had a wonderful summer break. An especially warm welcome to all our new families who will be starting at Burdett-Coutts next week.

We have an exciting and busy Autumn term planned and hope the following information is helpful with any questions you may have about the start of term.

I would like to extend a warm welcome to Fatma Ilhan who has been appointed as the Finance and Administrative Manager, Elizabet Perez-Aleman as an Administrative Assistant and Luiz Elstner as our new School Keeper.

Dropping Off At School:

All pupils must arrive in school between 08:40 and 08:55, entering via the black gates on Greycoat Street.

Parents of pupils in Years 1 - 6 will drop their children at the internal blue gates, where pupils will independently make their way to their classrooms. Parents of pupils in the EYFS (Preschool, Nursery and Reception classes), will walk their children to the EYFS playground and hand their child to a member of staff.

Please note that **the school gates will close at 08:55, at which time pupils need to come to the school office**, where they will be signed in by office staff.

Collection From School:

The black gates on Greycoat Street will be opened at 15:25 - 15:35. Parents collecting pupils in Years 1 - 6 need to make their way to their child's class line and collect their child. Please note that children will not be sent to you. Parents of pupils in the EYFS (Preschool, Nursery and Reception classes), will collect their children from their classroom.

Breakfast Club: 07:45 - 08:45

Breakfast Club began today Tuesday 5th September. Pupils can attend for either 3 or 5 days per week, but all who attend must first be registered. There is a £2 charge for each session: therefore it's 3 days @ £6 or 5 days @ £10.

Head Teacher: Yvonne Barnett | Assistant Head: Ella Camplin | Assistant Head: Sascha Lee

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After School Club: 15:30 - 18:00

After School Club began today, Tuesday 5th September. Pupils can enrol in the After School Club for either 3 or 5 days per week, but all who attend must first be registered. The charges for this provision are 3 days @ £45 or 5 days @ £75.

Extended School Day: 15:30 - 16:30

These will resume from Monday 18th September 2023 and will finish the week ending the 15th December 2023. The club options will be sent home on Tuesday 12th September and sign-up sessions will take place between 08:00 - 09:30 on Wednesday 13th and Thursday 14th September.

Please note that the clubs will run for the whole term (12 sessions) and for the term, each club will cost £24 or £30 for Cooking Club (based on £2/session or £3/session for Cooking Club). Please note that clubs are filled on a first come, first paid basis.

School Uniform:

Please ensure that your child is in the correct full school uniform each day. All school uniforms, including the Year 6 blazers can be purchased via the office [or online](#). There are samples of uniform sizes available at the school office if you'd like to check sizes before ordering.

[A full list of the correct school uniform for each key stage can be found here on the school's website](#). Please ensure that children have black school shoes (not trainers) for day to day use. Trainers should only be worn on PE days.

PE Days:

Classes will have PE on the following days for the Autumn Term. Please ensure that your child is wearing the correct PE uniform to school on their designated PE day.

Monday:	Year 6 (PM)	
Tuesday:	Year 5 (PM)	
Wednesday:	Year Nursery & Reception (AM)	Year 3 (PM)
Thursday :	Year 1 (AM)	
Friday:	Year 4 (AM)	Year 2 (PM)

The correct PE uniform is:

- School navy PE T-Shirt with logo
- A school navy sweatshirt with logo
- Navy jogging bottoms, leggings, skort or shorts
- Trainers or plimsolls (black)



If you have any questions about school uniforms, please call or email the school office.

Lost Property & Labelling Personal Items:

Irrespective of your child's age, please ensure that all their clothing and any other items that they bring to school such as book bags and water bottles are correctly labelled. This allows staff and children to easily identify belongings and to return them to the correct child.

Newsletters:

School newsletters are posted on the school website every Friday afternoon, after 16:00. Please do read these as they are an ongoing form of school communication, sharing feedback on activities taking place across the school, trips and learning for your child's class each week. They also include upcoming events and key dates for your diaries!

School Lunches

The Summer term lunch menu continues until the end of September, with the Autumn/Winter Menu beginning in October. School dinners are still £2 per day. If your child is changing from school lunches to a packed lunch, you must inform the office and complete a form.

Packed Lunches

If your child brings a packed lunch to school, please remember that these must be a healthy packed lunch. A separate letter will be sent home with pupils who have a packed lunch on Monday 18th September, reminding parents of the items that are and are not allowed in pupils' packed lunches.

Year 6 Pupils: Walking Home Alone

If you would like your Year 6 child to walk home alone after school, please email this request to office@burdettcoutts.co.uk and a letter of response will be issued confirming this arrangement and when it begins. Please note that there must be an adult at home for children to return home to and that your child is not permitted to bring a mobile phone to school.

Any arrangement agreed to will not apply during the period following the October half term until the end of the February half term. During this time, pupils must be collected from school, as it is too dark for them to walk home alone safely. Please note that children cannot be collected by anyone under the age of 16 years.

We are looking forward to seeing you all next week.

Burdett-Coutts Staff