

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 9th January 2024

Dear Parents and Pupils,

Happy New Year and welcome to the Spring Term 2024.

We look forward to seeing you over the next few days and hope you have all had a wonderful Christmas Holiday. An especially warm welcome to all our new families who have started at Burdett-Coutts this week.

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

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 9th January 2024. 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. We ask that your child arrives no later than 08:15 to ensure that they have time to eat their breakfast before going up to class at 08:45.

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 9th January 2024. 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 15th January 2024 and will finish on Wednesday 20th March 2024. The club options were sent home today, and sign-up sessions will take place between 08:00 - 09:30 on Wednesday 10th and Thursday 11th January 2024.

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 1 and Year 4 (Session 1 of 2)
Tuesday: Year 5
Wednesday: Year Reception, Year 4 (session 2) and Year 6
Thursday : Year 3
Friday: Year 2

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 Winter term lunch menu continues until the end of Spring Term. A copy of the menu can be found on the school website.

Packed Lunches

If your child brings a packed lunch to school, please remember that these must be a healthy packed lunch. A separate letter has been sent home with pupils who have a packed lunch, 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 look forward to a busy and exciting Spring Term.

Burdett-Coutts Staff