



A welcome from the new Head Teacher

Welcome back to the Autumn Term in Parc Lewis, it's always the most exciting time in school. The opportunity to have new beginnings and new experiences, make new friends and learn new skills is wonderful. My staff and I extend a very warm welcome to all our new pupils and parents/guardians joining us this term.

As we start this new chapter in the life of Parc Lewis, I would like to thank Mr. Roberts for his hard work and dedication to the school over the years and wish him a fabulous retirement!

Parc Lewis is an exceptional school and is renowned for its nurturing, inclusive ethos and the high expectations we have for our pupils. I look forward to continuing our working partnership as one Community and 'Family' to achieve the very best for your children.

Please keep your eye on our school website and (X)Twitter for regular updates and to see some of the fantastic experiences our learners enjoy.

Mrs Hughes
Headteacher



The school office is staffed during the hours of 8.30am and 3.30pm. Although we endeavor to answer all calls, there will be occasions where this is not possible.

Please remember that for safety purposes we have 2 lines coming into school so you may hear the line ringing but nobody answering. On these occasions, please leave a message on the voicemail provided.

Please inform the school office via email of any changes to your contact details and home address ASAP as we regularly send messages through text, and occasionally provide addresses to RCT Education Offices in order for them to send correspondence directly to Parents/Guardians.



Term Dates	2024 — 2025
Autumn 2023	02.09.24 – 2.10.2024
Half Term	October 28 2024 – 01.11.2024
Autumn 2023	04.11.2024 - 20.12.2024
Christmas Holidays	23.12.24 – 03.01.25
Spring 2025	06.01.25 – 21.02.25
Half Term	24.02.25-28.02.25
Spring 2025	03.03.25 – 11.04.25
Easter Holidays	14.04.25 – 25.04.25
Summer 2025	28.04.25 – 23.05.25
Half Term	26.05.25 – 30.05.25
Summer 2025	02.06.25 – 21.07.25



Social Media

School runs a 'closed' Twitter account where teachers post pictures of pupils taking part in school activities. School is a busy place and we post when time is available. We have written permission from parents to do this. Some parents for various reasons prefer for their child's picture not to be on social media and in particular FB and again school knows of these children. Parents need to be aware that if copying pictures they should only post pictures of their own children and friends. It is also advisable to use 'closed' group pages therefore, only 'know' individuals can view photographs.



SCHOOL UNIFORM

The children look brilliant in their school uniform. In September, let's try and encourage them to feel part of our family by wearing it at all times!

Boys—Blue sweater with school logo, white polo shirt and grey trousers.

Girls—Blue sweater or cardigan with school logo, white polo shirt and grey skirt/trousers.

PLEASE PUT YOUR CHILDS NAME ON THEIR JUMPERS AND COATS. THANK YOU



PARKING – SAFETY ISSUES

Please remember that Parc Lewis Primary is situated on an extremely busy road. Please don't put our children at risk by parking on any double yellow lines/zig zags on either side of the school.

Parents and local residents have voiced their serious concerns relating to the illegal parking which occurs on a daily basis around the school. Please be respectful if you have parked illegally and are challenged. Remember you are to blame and not them.

The PCSO's will continue with regular checks and issue on the spot fines for anyone caught parking illegally. RCT have also commissioned an enforcement parking team, who are targeting schools in particular for dangerous/illegal parking and are issuing fines of £70.00

It is not school's role to enforce safe parking outside of the school gates. School has a Traffic Management plan for the inside of the school gates. We can only continue to ask parents/guardians for your help when picking up and dropping off our children.

Please remember the school was built over a hundred years ago when there were very few cars on the Broadway.

I look forward to your continued support in this matter.



ATTENDANCE

If your child is ill, please notify the school office by 9.30am on the first day of absence. Parents/Guardians are also required to send a written note to school, on return of their child's first day back, explaining the absence, and the dates they were absent. As a school we understand that medical appointments are unavoidable during school hours, however in order for us to authorise these particular absences, we kindly ask that you show school the letter or appointment card to the class teacher and the school office (RCT policy). If the appointment has been made in an emergency, please ask at the time of attending the appointment for a letter/card.

Of the 12 years of statutory schooling, the average pupil in RCT only attends for 11 years and misses over 1 year of schooling! It is a fact, that if your children have good attendance levels they are likely to achieve better examination results.

Taking your child on holiday for 2 weeks a year in term time means their attendance can be no higher than 94%. In response to this the Council has prioritised the improvement of attendance in its schools and has increased the capacity of the Attendance and Wellbeing service, to support schools to improve their attendance numbers.

Attendance is an area which we will continue to monitor. It is vital for children to be in school and on time so they have the greatest opportunity to learn and be with their friends.

Doors are open between 8.45am and 8.55am.

Please aim to ensure your child/ren is seated in their class ready for registration by 8.55am.

Fixed Penalty Notices have been reintroduced and the AWS service will continue to visit homes where children are absent and school has not received an explanation. AWS will also continue to work closely with in school in monitoring each pupils attendance and where necessary will offer additional support to parents/guardians in order to improve their child/ren attendance.