



4th September 2019

Dear Parents/Guardians

I would like to welcome you and your children to our school, especially the new families joining the Junior School this year.

Here are a few reminders of our procedures within the Junior School and some information you may find useful.

- Arrival and collection of children
- Absences
- Absence requests (Procedures and Form attached)
- Scheme Readers Programme
- Junior Parents Consultation Evenings
- Junior School Reports
- Social Meeting for Junior School Parents – Saturday 28th September 2019
- Prep Policy (attached)

Arrival and Collection of Junior School Flexi Boarder Pupils

Pupils should be in the Junior playground by 8.25am, when the children will line up before going to their classrooms for registration.

Please note that there is no supervision within school before 8.25am. If your child arrives before 8:15am they will need to go to Rank-Weston and come to school with the boarders; if it is after 8:15am then you will need to stay in the playground with your child until the member of staff on duty arrives. Could parents and children please refrain from entering the school before then; this includes bringing bags or music instruments to put away in the lockers. Thank you.

**** PLEASE NOTE NEW COLLECTION PROTOCOL ****

At the end of the school day pupils can be collected from the playground at 3.35pm. We ask that all flexi boarders wait with the duty staff member until collected between 3.35-3.40pm. After 3.45pm all remaining pupils will be walked to Rank Weston by the duty staff member. We would like to advise you that after 3.45pm pupils should be signed out and collected from Rank-Weston.

Pupils must not wait for parents in the car parks, on roads or by the school gates.

Absences

If for any reason your child is unable to attend school, please inform the Junior School office by email to juniorschool@gatton-park.org.uk each day of absence. On the child's return to school an email or letter should be brought in giving the reason for absence.



Holiday Requests

Holidays are at the Headmaster's discretion; an absence request form should be sent at least 7 days in advance. I have attached a copy of the absence procedures letter and the form. The form can be accessed via our school website under the Information for Parents section.

http://www.raa-school.co.uk/information_for_parents.asp

Due to the pressures of end of key stage SATs examinations, leave for year 6 students will only be granted in exceptional circumstances. No leave will be granted during the week of the examinations (week beginning 11 May 2019).

Scheme Readers Programme – The Oxford Reading Tree

Your child will be given a book to read based on their reading level and will be changed once read. Please make sure the books are returned to school as any lost books will be charged for at a cost of £7.50 each.

Junior Parents Consultation Evenings

We have two Junior Parents Consultation Evenings during the course of the academic year one in the Autumn Term and one in the Spring Term; the dates for this year are as follows and an invitation will be sent out nearer the time: -

- AUTUMN TERM – Thursday 17th October for Flexi-Boarders and Tuesday 22nd October for Boarders
- SPRING TERM – Tuesday 11 February for Flexi-Boarders and Friday 14 February for Boarders.

Junior School Reports

- The Autumn Term Interim Assessment report is a short report which gives the achievement of the students in Maths, English and Science as well as the effort up to December. The report will be sent home at the beginning of the Spring Term.
- A full academic report will be sent home towards the end of the Summer Term.

Social Meeting for Junior School Parents

On **Saturday 28th September** from **10.00am – 11.00am** we will be holding a social meeting for parents. This will be an opportunity for you to meet your child's class teacher and other parents in the Junior School. Coffee and biscuits will be provided in the Performing Arts Centre (10:00am – 10:15am) and then you will be invited to join your son/daughter's class teacher for a brief meeting where the expectations and curriculum for the year will be outlined.

Address Gatton Park, Reigate, Surrey RH2 0TD
Headmaster Mark Dixon

Telephone 01737 649000
Email info@raa-school.co.uk
Website www.raa-school.co.uk

ROYAL ALEXANDRA & ALBERT SCHOOL



If you wish to attend the Parent Social Meeting please email the Junior School Office, juniorschool@gatton-park.org.uk with the name of your child, year group and how many persons are attending.

I hope you have had a restful summer and are ready to support your children during the school year.

I would like to take this opportunity to encourage anyone with a Twitter or Instagram account to follow RAAS Juniors. This year, the staff will be looking at a range of ways we can share important information, events and examples of the children's work with you on these pages.

Twitter: @RAAJuniorSchool
Instagram: raajuniors

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. Greenwood'.

Mr Shaun Greenwood
Head of the Junior School