

6th January 2020

Dear Parents and Carers,

Firstly, a happy new year to you all and I hope you had a peaceful but enjoyable festive break. The purpose of this letter is to remind you that we have switched over to our new office system **Schoolgateway** for communicating between parents and school and for the payment of any monies. You should have all received details of how to log on to the new system and if, for some reason, you are not able to access the new portal then please contact the school office.

You will all be no doubt aware of the growing concern around climate change and we here at Coates Way are trying to do our bit to educate the children that we cannot ignore what is happening to our planet. As you know we started to go paperless from September and our new portal will take this to another level. From today all letters home will be sent by the parent to teacher system so it is so important that we have your correct contact details. I have been surprised and disappointed by the number of times we have tried to contact certain parents to find that their contact details are incorrect. I cannot stress enough that, in case of emergency, we must be able to contact a parent or a named carer at any time of the day. If you have had a new phone or changed your email address recently then please make sure this is given to the office so that your contact details can be amended.

In school we are doing everything we can to reduce the amount of waste we produce in school. We now have a sustainability staff team who are looking at further ways we can reduce even more waste. Soon you will receive a letter from the school informing you of our 'sustainability week' where we will focus with the children on how we can reduce our carbon footprint. Further details will follow shortly.

We would also like to inform parents and carers that the school will no longer allow sweets to be handed out to children by staff at the request of parents. We have a number of children with allergies or cultural diets that we can manage internally as we are aware of their needs. Parents may hand out birthday sweets etc. on the playground but please be aware that the school will not accept any responsibility for this.

Finally, if your child has a packed lunch from home, please do everything possible to reduce the amount of waste in the lunch box. Encourage waste-free lunches by cutting down on food packaging, single-use and disposable items, and so on. From today we will no longer allow the children to empty their waste in school; instead they will be asked to take any uneaten food and waste materials back home.

Yours sincerely,

Steven Wells

Head teacher