

## Office Newsletter – September 2024

Welcome back to a new term, from Mrs Gooden and Mrs Sokhal in the School Office.

We wanted to take this opportunity to get in touch with a few reminders:

- **Please contact the office if your child is going to be absent.** You can do this via the absence telephone line (01462 712370) or via email ([admin@pirton.herts.sch.uk](mailto:admin@pirton.herts.sch.uk)). As teachers are busy teaching, they are not always able to pass these messages on to the office if they are relayed at the classroom door.
  
- We know that last minute changes to collection arrangements can be unavoidable but do ask that you give as much notice as possible. If a change needs to be made **after 2.30pm, please telephone the office** and speak to one of us – rather than send an email – to ensure that we can get the message to the teacher.
  
- If you would like to **volunteer to accompany your child's class on a trip** this year, you will need to attend our Volunteer Safeguarding Training. This takes about half an hour and will be held in school. Please **contact the office** ([admin@pirton.herts.sch.uk](mailto:admin@pirton.herts.sch.uk) or 01462 712370) to book a space on one of the following sessions on **Monday 23<sup>rd</sup> September**.
  - o 9am
  - o 1pm
  - o 2pm
  - o 2.40pm
  
- There are still some **paid spaces** available in the following clubs. Please ensure that payment is made when you book to secure your place.

School-run clubs: Please book through Arbor

  - o After school: Hockey, Fencing, Archery, Tag Rugby, Inflatables (Summer), Athletics, Tennis and Cricket
  - o Lunch time: Some availability across most clubs

External clubs: Please book directly

  - o Early morning Drama with Davina – Friday from 7.45am-8.45am  
[Click here to contact Davina via the website](#)
  - o Computer Xplorers: Friday after school  
[Click here to join](#)
  
- If you think that your child might be eligible for Free School Meals or Pupil Premium, please visit the [Free school meals | Hertfordshire County Council](#). It only takes a couple of minutes to check your eligibility online. The Pupil Premium funding received by school will be used to enhance your child's learning experience.
  
- We are always appreciative of donations of spare clothes, for when accidents happen. In particular, we are currently asking for girls' knickers and tights. We would also be grateful for donations of spare underwear and clothes in larger sizes too.

- A reminder to please **name all items**. There may be up to 30 jumpers and cardigans in any one classroom! If water bottles and lunchboxes go missing, or are left in the playground, it is much easier to find their owner if they have a name on them. The contents of the lost property box is recycled or taken to a charity shop each term, so please do check there if you are missing any items.
- If we have been notified in advance that you will be collecting your child early, we may answer via the intercom and then go and get your child before coming to the door. We will bring your child to you and are not being rude, just trying to be more efficient!