

# Harwich Community Primary

## School and Nursery

### ATTENDANCE

Newsletter - Tuesday 2<sup>nd</sup>

September 2025

**WELCOME BACK -WELL  
ALMOST**

I really hope you have all managed to have a good summer holiday with friends

and family. We look forward to welcoming you all back on Wednesday 3<sup>rd</sup> September where the gates will open at 8:35am. (Music to your ears!) A warm welcome to you all, including our new children and families and some of our new staff too.

### DATES FOR YOUR DIARY

Monday 1<sup>st</sup> Sept- Non Pupil Day

Tuesday 2<sup>nd</sup> Sept- Non Pupil Day

Wednesday 3<sup>rd</sup> Sept- Breakfast Club is available and is our first day of the Autumn Term 2025

Week Commencing 8<sup>th</sup> Sept- Clubs will start.

### HOLIDAYS IN TERM TIME

Just to remind you that **no** holidays are permitted / authorised during term time or during the month of September or dates of national testing.



Please can you make sure that you call into school to communicate why your child is absent. If you are leaving a message please let us know your child's name, their class and the full reason why they are absent. Please do not just to tell us that they are not well.

### ATTENDANCE & PUNCTUALITY

It is really important that your children arrive promptly and on time for school. Here's a reminder of our timings: -

8:00- Nursery morning sessions start

8:35 - Gates open

8:45 Morning whistle

#### Lunch times

11:00- Nursery lunch

11:45- 12:45- Reception

11:55- 12:55- KS1

12:05- 1:05 - KS2

12:00- Nursery afternoon sessions start

3:20- Home time -whole school

If you do arrive late to school with your child, you must accompany your child/ children to the main office to fill out a late form and order their lunch.

## LUNCH TIME MENU

This week we have a bespoke menu due to delivery and staffing issues.

**Wednesday**- Cheese and Tomato Pizza/ Jacket Potatoes and chocolate Muffin for dessert

**Thursday** - Meatballs and Pasta or Veggie Pasta Bake/ Jacket Potatoes and fruit yoghurt for dessert

**Friday** - Fish Fingers, chips and beans or quorn sausage and chips/ Jacket Potatoes and fruit and ice cream

We will be on **week 2 Monday 8<sup>th</sup> September** of our lunch menus. You can head over to our school website and find our menus there. They have not changed since the Summer menus whilst we work on autumn / winter choices.

Here is the link to our school website to see the menus.

[Lunch Menus | Harwich Community Primary School and Nursery](#)

## YEAR 3 FREE SCHOOL MEALS

If your child is starting in Year 3 this year, the government funded free school meals for you has ceased. If you think you are eligible, please contact the school office and present the relevant documentation to Mrs Davis at your earliest convenience.

## COMMUNICATION

We pride ourselves on communicating with you using our Class DOJO system as well as via our school website. We always have staff at the school gate at the beginning and end of the school day too.

Obviously sometimes you may need to make an appointment to see a member of staff. This can be done by calling the school office or popping into school to make an appointment. (You may not be able to see the member of staff at this time).

Class DOJOs is great for an instant message to the class teacher or another member of staff. We do ask that you respect the following timings to message a member of staff. Please message Monday - Friday between the hours of 8am and 5pm and **refrain** from messaging during the weekend and school holidays.

We also use Class DOJOs to send information about class events, whole school events, homework details via the class section and My Proud Moments where children are sent to me to congratulate them for a particular achievement.

Each week the newsletter will be posted on Class DOJOs and on the school website.

## SCHOOL WEBSITE

Our school website in addition to Class DOJOs also has details of school policies, staffing, newsletters and pictures of particular events. Dates for the diary will be added to the website calendar soon.

[Home | Harwich Community Primary School and Nursery \(harwich-pri.essex.sch.uk\)](http://harwich-pri.essex.sch.uk)

## PARENTAL CODE OF CONDUCT

There are times when we don't get things right or have not resolved something to your satisfaction. Please can I ask that you make contact with the class teacher in the first instance especially if it is linked to the classroom. Please can I ask that you are calm and respectful in the way you communicate the issues you need to raise, as often shouting / swearing or becoming aggressive will result in you being asked to leave the school grounds, make an appointment when you are calm so that the issue can be resolved quickly. Can I also remind you that we do not tolerate abuse towards staff face to face or via any social media networks. Many thanks.

## BREAKFAST CLUB

We offer a wonderful breakfast club every week day for our children who would like to attend. **This will begin on Wednesday 3<sup>rd</sup> September.** This could be to support our working parents or to support them with socialising with other children and learn new skills. It opens at 7:45 and is for 1 hour before school. The children are offered a wide range of cereals, bagels and toast with different toppings. Wait for it On Wednesdays we offer pancakes and waffles... and on Fridays we offer a full cooked breakfast.

As well as offering breakfast our children also have the opportunity to play team games, perfect their computer skills and have the chance to complete their homework if it has been impossible to do at home. Mrs Arnold and Mrs Marsh run the breakfast club. This costs £3.50 per day, per child.

**Please can you ensure that you book in Wednesdays and Fridays so we can ensure we have enough breakfast on offer. This can be done via DOJOs to Mrs Arnold or through the school office.**

## OUR SCHOOL RULES AND VISION

Our school rules are simple and are a common thread in all that we do here at Harwich Community Primary School. They are: -

**Be Kind**

## Be Safe

## Be Responsible

We also pride ourselves on our vision being 'Working Together to Achieve our Best'.

## PRE-LOVED UNIFORM

We have a system of old pre loved school uniform that has been kindly donated over the years by parents and staff. If there is anything you are struggling to get hold of ready for the new school year, please let us know.

## UNIFORM AND PE KITS

Please visit our website for details of our school uniform. Can all PE Kits be brought in on Wednesday 3<sup>rd</sup> September where they will be kept in school. Your children will be informed of their class PE sessions on Tuesday and will be confirmed with you on the meet the teacher sessions.

[Uniform Information | Harwich Community Primary School and Nursery \(harwich-pri.essex.sch.uk\)](https://www.harwich-pri.essex.sch.uk)

## NAME IT OR LOSE IT!

Please can we urge you all to label everything. It is much easier to find items when they have been lost, run away or been eaten by the lost property monster.

Why not try our **STICKINS** labels using this link below or use a sharpie pen on the clothing labels.

[Clothes Name Labels. Stick On School Name Labels, Name Tags: Stikins®](https://www.stikins.com)

## SPORTS CLUBS

These will all start from Monday 8<sup>th</sup> September. Please use the link below to sign up during the first week back for the clubs available.

<https://www.harwich-pri.essex.sch.uk/school-clubs/>

## MESSAGE FROM ME...

Looking forward to seeing you all tomorrow.

Mrs Anderson

