



Sir Alexander Fleming Primary School and Nursery

Headteacher: Katy Tomlinson

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🌐 siralexanderflemingprimaryschool.org.uk 📘 Sir Alexander Fleming Primary School

★ *Shine, Achieve, Flourish – The SAF Way!* ★

Welcome to a new academic year in our school!

Dear Parents, Carers and Members of our SAF Family,

A very warm welcome back to a new academic year at Sir Alexander Fleming Primary School and Nursery.

I hope that you and your families have enjoyed a wonderful summer filled with rest, laughter, special moments and perhaps a few exciting adventures along the way. We have loved listening to the children sharing their experiences and the memories they have made. We are incredibly proud of how well they have settled into their new classes and routines. The children have returned with enthusiasm, positivity and an eagerness to learn.

We are delighted to welcome all of our new starters to school, including our Reception children who are beginning their exciting learning journey and the pupils joining us in other year groups. Starting a new school can bring a mixture of excitement and nerves, and we are committed to ensuring that every child feels safe, valued, and part of our school family from day one. Our staff will work closely with children and families to help everyone settle in, make new friendships, and quickly become familiar with our routines and expectations. We look forward to seeing each child shine, achieve, and flourish as they become part of our school community.

At Sir Alexander Fleming, we are committed to ensuring that every child feels safe, valued, supported and inspired to be the very best version of themselves. The strong relationships we share with our children, families, staff and wider community are at the heart of our success, and together we create an environment where everyone can flourish.

This year, we are proud to embrace our new motto: **"Shine, Achieve, Flourish - The SAF Way!"** These three simple but powerful words capture our vision for every member of our school community. We want our children to shine with confidence, achieve their full potential and flourish academically, socially and emotionally. By working together and supporting one another, we can ensure that every child has the opportunity to thrive.

Thank you for your continued support and partnership. It is a privilege to lead such a wonderful school community, and I am excited to see our corridors and classrooms filled once again with smiling faces, enthusiasm and a love of learning.

Here's to a fantastic year ahead as we all continue to **Shine, Achieve, Flourish - The SAF Way!**

Very best wishes,

Mrs Tomlinson
Headteacher

Keeping in Touch and Staying Up to Date

At Sir Alexander Fleming, we value the strong partnership between home and school and believe that effective communication is key to helping every child succeed. When families and school work together, wonderful things happen.

To help you stay informed throughout the year, our School Dates for Your Diary will be shared at the beginning of each term, providing you with important dates, events and celebrations well in advance.



We will continue to use Seesaw as our main platform for sharing information, learning updates and celebrating the amazing achievements of our children. We are delighted that so many families are already connected and engaged. To access your child's class information, you will need an updated QR code from your class teacher at the start of the year.

Please note that Seesaw is not a messaging platform for communication with staff. Parents and carers should not send messages to teachers via Seesaw, and staff are directed not to respond to messages sent through the platform. This helps us protect staff wellbeing and ensure that communication is managed effectively through the appropriate channels.



We also encourage you to follow our Facebook page, where we regularly share news, celebrations and snapshots of school life. It is a fantastic way to keep up with the many exciting things happening across our school community.

Finally, please ensure that we have your most up-to-date contact information, including at least two emergency contact numbers. If any of your details change during the year, please inform the school office as soon as possible so that we can contact you quickly when needed.

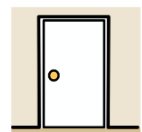
Thank you for helping us maintain strong communication and a positive partnership throughout the year. Together, we can ensure that every child continues to Shine, Achieve, Flourish - The SAF Way! ✨

Arrival and Departure



Our school gates are **opened** daily at 8.25am. Except for those attending Breakfast Club, children should not be on site before this time. Children must be **ready to enter** their external classroom doors at 8.30am.

Classroom doors will be **closed** at **8.40am** at which point the registers will be taken. Children who are not in class at this time must report to the school office with a parent or carer and will be marked as late in our attendance records.



Our site is large so please ensure you give yourself plenty of time to walk to your child's classroom door from the entrance points.

To ensure our site is secure for children, our gates will be begin to **close** and be locked from **8.40am**. Thank you for exiting our site swiftly to ensure they can be closed on time.



Running late? Please enter through the school office with your child or children.



It is essential that if you make alternative arrangements for anyone other than yourselves to collect your children that you inform our school office team. Children will not be released to any other adult, in any circumstance, unless the school has received prior notification. If siblings are collecting, they must be over the age of 14.

In order to keep children safe, please note that our school car park is not to be used by parents (except where permission is given). Please do walk to school where possible. When parking near school, please do so legally and courteously.



To ensure the safety of all children and to enable smooth communication between home and school, parents and carers should **not use the school office for daily drop-off or collection arrangements unless specific authorisation has been given by a member of the Senior Leadership Team (SLT).**

If you need to share information about your child at the start or end of the school day, please do so directly with your child's class teacher at the designated classroom entrance or exit. Classroom doors are the appropriate point of contact for day-to-day communication and help us ensure that messages are passed on efficiently while allowing the school office to focus on supporting the wider operational needs of the school. We appreciate your support in helping us maintain safe, organised and effective routines for all members of our school community.

Attendance

Attendance Matters



We truly believe that every school day counts towards your child's future and as such, put great value on excellent attendance. If your child is absent from school, it is very important that you let us know the reason for absence as soon as possible.

Please telephone the school on 01952 327820.

Please note that in the case of an absent child, we will conduct a home visit in circumstances where we are unable to make contact with you or any other named contact.

Please note that our school follows Public Health Agency guidance on infection control. As such, there are times where periods of absence are required. We appreciate support and understanding in such circumstances.

Wrap-Around Care



A reminder that in order to access our Breakfast Club and After-School Club we have a booking system. Please do ensure that if you wish for your child to attend our Breakfast or After School Club, you have booked your place with the school office. We do require all payments to be made prior to the child attending and if in arrears may withdraw this place.

If you are late collecting your child at 3.10pm then they will be placed into After-School Club and you will be charged.

Uniform



It is always wonderful to see the children looking and feeling smart in their uniforms. This year, we will be paying particular attention to ensuring our children are dressed in accordance with our Uniform Policy, which was sent home at the end of last year

but can also be found on our school website in the parent section. We appreciate your support in ensuring that children do not have extreme haircuts and that hair bands, bows, clips etc. are discreet designs in colours compatible with school colours.

Children are asked to bring their school uniform P.E. kit to school on their allocated P.E. days, which will be confirmed by your child's class teacher. On the first day back to school, all children are asked to wear full school uniform.

Behaviour Expectations



At Sir Alexander Fleming Primary School and Nursery, we are committed to creating an exceptionally positive and motivational learning atmosphere. We have a wealth of praise strategies which we hope your child will be able to enjoy this year. Our school values of



run throughout our approach to supporting behaviour. Our 'SAF Behaviour Curriculum' can be found on our school website and will be sent out to all families in September. Please do discuss the behaviour expectations with your child prior to our return.



Ofsted found that our behaviour and attitudes is outstanding.

School Meals



Our amazing kitchen team are excited to see the children once again in September. Children order food 'on the day' so you may want to look through the menu at home for them to make their decisions. Our menus can be found on the school website here: [What's for lunch? – Sir Alexander Fleming Primary School](#)

We are extremely proud of our kitchen team, the food we serve and the price we charge – Our dinners cost £2.30 per day.... With a 'free' day for everyone on a Wednesday! Not many schools in Telford and Wrekin can offer that!

Breaktime Snacks, Hydration and Allergy Awareness

Our Nursery children are provided with a healthy snack during each session.



The Government's School Fruit and Vegetable Scheme provides a piece of fruit or vegetable at morning break each day for children in Reception, Year 1 and Year 2. Thanks to additional funding, we are also able to offer free fruit and vegetables to pupils in Years 3,

4, 5 and 6.

As a school, we are committed to promoting healthy lifestyles and ensuring the safety of all children. In line with our **Allergy Policy and Benedict's Law**, we ask that parents and carers do not send food items into school unless specifically requested by staff.

Where children bring a breaktime snack, this should be **fruit or vegetables only (healthy snack)**. Crisps, chocolate, sweets, cakes and other sugary snacks are not permitted. We also ask all families to be mindful of children with severe allergies and to support us in maintaining a safe environment for everyone.

To further support children's safety, snacks will **no longer be eaten whilst children are outside on the playground**. Instead, all children will have **five minutes at the beginning of breaktime to sit and eat their snack safely before going out to play**. This approach helps us to reduce the risk of allergen exposure, ensures children have the opportunity to eat their snack calmly and safely, and supports effective supervision.

Please ensure your child brings a clearly named water bottle to school each day. Bottles should contain **water only**, helping children to stay hydrated, healthy and ready to learn throughout the day.

Thank you for your support in helping us keep all children healthy, safe and ready to **Shine, Achieve, Flourish - The SAF Way!** ✨

Here to help

At Sir Alexander Fleming Primary School and Nursery, we are committed to working in partnership with parents and carers. In doing so, we can enable our children to flourish. To ensure that our school has effective systems of communication, below is a guide on who you may wish to speak to for support.

Who should I speak to at a glance!

Admin Team (including DSL)	Class teacher	Assistant Headteacher	Deputy Headteacher	Headteacher
•Attendance •Absence •Holidays •Safeguarding •School Meals •Payments •Wrap-around care •Clubs •General enquiries	• First point of contact •Learning •Concerns •Behaviour •Family news •Celebrations	•Concerns that you feel are unresolved having spoken with the class teacher *Mr Andrew Years 3 and 4 * Miss Brown Years 5 and 6	•Concerns that you feel are unresolved having spoken with the phase leader. *Miss Reese Nursery, Year R, 1 and 2 •Matters regarding SEND – Mrs Pigg •Positive feedback	•Formal complaints •Anything you feel unable to speak to other adults about •Positive feedback

Further information regarding communication can be found in our Communication Policy and this will be on the website from September.

