



NEWSLETTER 18

Spring Term '20

Thursday 6th February 2020

Changes in the School Office

Some of you may be aware that Mrs Gdaniec in the school office is retiring this term. Paulette has been here at Mellers nearly 26 years! The school office will not be the same without her. Miss Docze (Andrea) will be now working in a morning, Miss Bramley will be available in the office all day and from Monday 10th February we have a new admin assistant, Mrs Doyle starting and she will be working in the afternoon. Due to some changes within the school office, please be patient when you're being served at the hatch.

Dinner Money

Please make sure your dinner money accounts are up to date by next week. We are currently in discussions with our legal department in regards to the arrears that parents are not clearing.

Thank you!

Lateness has started to improve in school. Thank-you for your support. Warning letters have been given to those parents whose child have been late on several occasions. Please give yourself plenty of time in a morning to travel, particularly to park your car safely. Children don't like being late as they miss the start of the lesson and sometimes they feel embarrassed and apprehensive about entering the classroom or assemblies.



Have a lovely weekend

Amanda Dawson
Headteacher

Milk Money

If your child drinks milk in school and is over 5 and not in receipt of free school meals, please pay £11.10 immediately. You can pay this on the school gateway app or cash at the school office. Thank you.



Requesting Letters from School

If you require a letter from school regarding your child attending, please contact the school office as you are now required legally to complete a Subject Access Request form. Once the form has been completed, the office staff then have a maximum time of one month to get the information together and write the letter to the relevant person. Please do not leave it until the last minute as it may result in you not receiving the information on time.

Coronavirus

There has been a lot of speculation around the Coronavirus recently. Please be reassured that we are at low risk of catching this virus and there is no one in school who has recently visited China in the last six months. Sometimes the press scaremonger and this can result in panic. If you or your child show signs of the virus please **DO NOT** visit your GP or accident and emergency. Call 111 straight away for professional health advice. Continue to practise good hygiene and hand washing. Throw away any used tissues and cover your nose and mouth when coughing and sneezing. For more information, see the link below.

<https://www.bbc.co.uk/newsround/51204456>