



# Benedict Biscop C.E. Academy

*"Every child is cherished as a unique individual" – Ofsted 2012*

Marcross Drive, Moorside, Sunderland, SR3 2RE ~ Telephone: (0191) 594 7033  
Email: [bbinfo@nllt.co.uk](mailto:bbinfo@nllt.co.uk) ~ Website: [www.benedictbiscopacademy.co.uk](http://www.benedictbiscopacademy.co.uk)

Headteacher: Mrs S Armstrong  
'All things are possible'

4<sup>th</sup> September 2023

Dear Parents / Carers,

## **IMPORTANT INFORMATION FOR RETURNING TO SCHOOL**

I hope you have all had an enjoyable summer. We are looking forward to welcoming pupils to school on Wednesday 6<sup>th</sup> September.

I am writing with some important information, please read carefully.

### **School Start and Finish Time**

We operate a drop off time between 8:45am – 8:55am for KS1 and KS2 pupils to enter via the school yard, helping to reduce congestion around Moorside. We ask though, that you try to ensure that your child is not on school grounds prior to 8:45am.

Should you be running late, an adult will need to bring your child into the Main Office where they will be asked to sign them in.

Nursery and Reception doors open from 8.45 - 8.55am and finish at 3:30pm and they will enter and leave via the Foundation Stage doors.

Years 1 and 2 finish at 3:25pm and will leave via your selected gate preference.

Years 3,4,5 and 6 finish at 3.30pm and will leave via your selected gate preference.

If you would like to change which gate you collect your child from please let us know by completing a [Gate Preference Form](#).

### **Collection Arrangements**

Any person who collects your child from school must be aware of your child's password before they are dismissed. If any collection arrangements have changed, our records can be amended at any time throughout the year, either adding or removing a person, by completing the [change of details form](#)

### **Permission to Walk Home**

If you give your child permission to walk home (KS2 only) on their own and have not previously informed us of this, please complete the [change of details form](#). A child will not be allowed to walk home on their own unless we have received this in writing from the parent / carer.

### **Uniform**

Please ensure full school uniform is worn including the correct footwear. Please be reminded that jewellery should not be worn and hair should not be dyed or shaved. Please refer to our website for more information on our [School Uniform Policy](#).

We politely ask that all uniform is clearly labelled with your child's name, including coats and shoes.

We continue to have our pre-loved uniform available to browse and help yourself to, located in the foyer of the main school office. Thank you to everyone for their kind donations!



*Benedict Biscop C.E. Academy is part of Northern Lights Learning Trust, an exempt charity. It is a company registered in England and Wales under the company number 07909140.*

*Benedict Biscop C.E. Academy is committed to the protection and safety of its pupils and staff.*

### **Wellies and Puddle Suits**

Please don't forget to send your child in with their wellies, so they can participate outdoors in all weathers

### **Breakfast and Afterschool Club**

Breakfast Club runs each school day from 7.45am and Afterschool Club runs from the end of the school day until 6:00pm.

In order to book places for Breakfast and Afterschool Club, a contract must be completed in advance. Once the contract is received, your child will be added to the register to book. Please click on the link to complete a [Breakfast/ Afterschool Club Contract](#).

Sessions must be booked and paid for in advance via SchoolMoney before the registers close (12:00am the previous night). However, if you do require your child to attend Afterschool Club after the register has been closed, please contact the School Office who will check to see if we have any spaces available and we will book your child in on your behalf if there is capacity. Payment will be taken over the phone to secure your space.

If you plan on using Tax Free Childcare or vouchers to pay for these sessions, these also need to be paid in advance and we recommend topping up your account before you need to make any bookings. Please contact the school office for more information on this, or on any other School Money related queries.

**More information on how to login and use School Money will be sent to parents of new children tomorrow.**

### **Lunch Prices**

Reminder that lunch prices have increased to £2.41 per day for KS2 children and £2.20 for Nursery. Please ensure that your account is topped up at the start of each week to cover the cost of the meals.

### **Water Bottles**

Each pupil will be provided with a water bottle to keep in school. Please do not send your child into school with their own water bottle. School will ensure that each child's water bottle is cleaned regularly.

### **Term Dates**

Please follow this link to the school website to view our calendar detailing term dates and INSET days for the coming year. [Term Dates 2023/2024](#)

We are trying to minimise how much paper we use, so all of our communication will be sent via email or go on our Facebook page and reminders sent out with pupils. Please refer to the school website for updated information.

Yours sincerely,



Mrs Armstrong  
Headteacher