



Milton Primary School
Hendre Farm Drive
Newport
NP19 9HB
Tel: 01633 273505
Email: Milton.primary@newport.gov.uk

9th March 2022

I am sending this letter to support our office staff. It outlines how you can help.

Office and Main Entrance

Firstly, this is a polite reminder to all parents that children should enter school via the entrances from the playgrounds. The main entrance door is for visitors, staff, deliveries and parents who need to collect their child for an appointment, if they are ill or if there is an arrangement in place which has been agreed by one of the Senior Leadership Team. The school carpark is for staff only, and is not for parents unless they are a blue badge holder. Please also note that the office staff do not start work until 08:30am, when the office opens.

Punctuality

Please ensure that children arrive at school between 8:50am and 9:00am so they are able to make a timely start to their learning. If you find yourself in the unfortunate event that you are late, parents need to bring pupils to the school office and sign them in. This is a health and safety requirement.

Reporting School Absence

If your child is unwell and will not be attending school, please ensure that you contact the main office as soon as possible on 01633 273505 by leaving a message on option 2 stating your child's name, class and reason for absence. Alternatively you may send an email to milton.primary@newportschools.wales

Contacting the school office directly is a preferred method rather than messaging via Class Dojo as teachers are not always able to check their messages and forward the information onto the school office.

Contacting School

We have recently had an increase in the amount of packed lunches, snacks and drinks being brought into school late, and consequently the office staff then have to spend time visiting classrooms to deliver them. Please ensure these items are sent in with your child when they come to school in the mornings as office staff will not be able to deliver lunches to children.

School Dinners

All meals should be ordered in advance via Parent Pay, even if your child is entitled to free school meals. The school office is more than happy to support families with the use of Parent Pay. Ordering in advance is essential to collate the information ready for the kitchen. Children ordering during registration is taking up valuable time in the classroom.

As of **Monday 14th March 2022** if you order a meal for your child and your account is not in credit you will receive a phone call. If payment is not made immediately you will need to bring a packed lunch into school for your child.

Many thanks in advance for your support with this, meals being ordered in class and chasing outstanding dinner money debt and amending meal orders takes up a lot of unnecessary time.

Many thanks for your continued support and cooperation.

Mrs Burke and the Office Team