



5 September 2022

Dear Parent/Carer

We hope that you and your family have had an enjoyable summer and that your children are looking forward to an exciting new school year at Lincoln Gardens Primary School. Below you will see several things we would like to draw your attention to:

Uniform

We are very proud of our school and of our pupils and we believe that high standards of uniform, behaviour and attendance give each and every one of our pupils the very best opportunity to learn and achieve their full potential.

[School-Uniform-Policy.pdf \(lincolngardens.net\)](#)

The above link will take you directly to the uniform requirements within our School Uniform policy, which is on the school website.

To avoid confusion and to keep lost property to a minimum, all items of clothing, P.E. kit, bags etc, must be clearly labelled with the child's name.

Playground

New equipment has been installed in both the KS1 and KS2 playgrounds for use by our pupils during school hours only. **Children are not permitted to play on this equipment before or after school.** It is your responsibility to ensure the safety of your child/ren during this time and to keep them away from these areas.

A reminder that no-one should be riding on bicycles or scooters while on school property or playing with footballs.

Dogs are not permitted anywhere within the school grounds.

To ensure the safety of your children, parents waiting for our Foundation Unit to open **MUST NOT** allow their children to go beyond the bike shed or into the school car park.

School Office

Our school office is open between 8.30 am – 4.30 pm daily. Please contact the school via telephone (01724 844430) or email (admin.lincolngardensprimary@northlincs.gov.uk). Outside of these hours we have an answer machine for you to leave a message.

Should you need to speak to a member of the office staff, please press the **black** bell (on the arch) outside the main school entrance and wait until a member of staff comes out to speak with you.

Late Collections

If, unfortunately, you find that you are going to be late to collect your child at the end of the normal school day or following an after-school club, please do telephone the school office as soon as possible to let us know. On your arrival, children must be collected from the school office.

Bringing items to school

A reminder that children should not bring to school valuable items or any treasured possessions. I am sure you will appreciate that as a school, we cannot accept responsibility for loss or damage of any item.

A separate email will be sent to parents of pupils in Years 5 and 6 regarding mobile phones; **children in all other year groups are not permitted to bring mobile phones or smart watches to school.**

Water bottle

Please provide your child/ren with a drinks bottle containing water. Your child will be given opportunity during the day to fill this up if the need arises.

Consent forms

Children in Reception & Nursery – please ensure that you have completed and returned your consent forms to school.

The information previously supplied by you (in case of emergency, photo/video consent, home school contract) will be taken as current; **if there have been any changes, it is your responsibility to notify the school, as a matter of urgency.**

Year 5 and 6 – a separate email is to be sent to you later today regarding walking to school unsupervised arrangements. A new consent form **MUST** be completed, by **2 pm tomorrow** (Tues 6th Sept), otherwise children will need to be collected from school.

Inhalers and Epi pens

If your child requires an inhaler or epi pen, please ensure they are brought into school TODAY.

Children who require either of these devices should not be in school if they do not have the required medication, which you must ensure is in date.

To ensure the medical information we hold for your child/ren is up to date, a separate message is to be sent out today with a form attached. **If you child does have a medical condition, please complete and return this as a matter of urgency.** A copy of this form is available on the school website for future use.

A different form should be completed and returned to school should your child/ren require any short-term medication; this can be found on the school website.

