



5th December 2013

Dear Parents,

As we approach the final weeks of a busy and enjoyable term I am pleased to provide you with the relevant information to take into account for the end of term and beginning of next term.

1. Last Day of Term

The last day of term is Friday 20th December and school will finish at 10:30am. School reports will be given to children at this time and are not available in advance.

2. Lost Property

Please do not forget to check the lost property area on the ground floor for any items that may belong to your child(ren). Named items will be returned via form teachers and unclaimed items will be donated to the K-parents.

3. General Information

Please may I ask you to read the letter on reverse.

4. New Term

The Easter term will begin on **Tuesday 7th January**.

May I take this opportunity to wish you all a very Merry Christmas and a prosperous 2014!

Stephen Evans
Head of Primary



Primary School General Information

Absence and Late Notes

If a child will be absent or late for any reason, or is unable to participate in games or swimming, a note should be brought beforehand to the class teacher.

If for an unforeseen reason (e.g. sickness) your child cannot attend school or will be late, please inform the school office. You may find it convenient to send a note by email (late@kensingtonschoolbcn.com).

Appointments

All teachers will be pleased to see parents after 4:10 pm, provided an appointment is made through the School Office (9:00 am consultations are not possible, as the school day needs to start promptly).

School Meals

If any changes are to be made to your child's eating arrangements please advise the school office in advance. In accordance with the "Ley de Seguridad Alimentaria y Nutrición 17/2011" if a child cannot eat certain foods due to allergy or intolerance please provide the office with a medical report.

All children should bring to school a small healthy snack for the morning and afternoon break times along with a bottle of water to drink throughout the day.

Homework

Homework is often given and for the younger children this normally consists of reading exercises. If the homework is not finished please inform the teacher by writing a note in your child's homework book. Parents are kindly requested to co-operate in the supervision of homework.

Books

Lost books or books returned in unreasonable condition need to be replaced and an appropriate charge for this will be made.

Money

Children should not bring pocket money to school. Money should only be brought if needed for a specific purpose (e.g. bus fares, book club or J6 snack shop) and in this case, it should be given to the class teacher for safe-keeping.