



Castleford Park Junior Academy

Medley Street
Castleford
West Yorkshire
WF10 4BB

Tel: 01977 518959

www.pjademy.net

Thursday, September 28th

Dear Parents and Carers,

I have spoken to several Year Three parents recently with queries concerning systems and procedures in school. To ensure that effective communication channels are open with parents, we have the following in place:

- Our school website contains up to date letters, information about after school clubs a range of important policies that you may wish to know more about and a page dedicated to each year group for specific correspondence
- We also have a text message service that we use for relaying reminder messages and informing parents about places at after school clubs, or competitions
- We also have an e mail system established that ensures parents receive letters electronically as well as on paper to ensure that there isn't any communication that you will miss. This will replace paper copies very soon. At the moment, Year Three parents are being set up on this system – it will be in place for you shortly.
- On the Year 3 page, you will also find a downloadable copy of the parent handbook given to you during your children's transition and the Year 3 welcome meeting powerpoint which outlines the key information discussed at the meeting
- Each pupil also has a planner with room for parents to communicate with your class teacher
- We aim to be outside school five minutes before the children enter every day so that quick queries can be asked of the class teacher and we are happy for you to come in and see us after school when the teachers have a little more time to talk to you about lengthier, or private matters.
- Where possible, our Learning Mentor, myself and Mrs Roberts are also available on the playground if you have any queries or concerns. As you can appreciate, due to the fact we have over 400 children, this is sometimes limited as we can only speak to one parent at a time!

Specific Questions asked...

School trips: If not stated in the letter, children will always be required to wear school uniform. Wherever possible, our trips take place within the parameters of the school day so that children remain in their normal routine. If children pay for their school dinners, they are required to bring a packed lunch and they will not be charged for a dinner on that day. If they receive a dinner through Free School Meals funding, a packed lunch will be provided for them on request.

Spellings: Spellings will be phonics related in the first half term at least to consolidate on Key Stage One learning. Pupils will carry out their test in their planner so that you can celebrate their achievements with them. If you feel that your child is not working on the correct phase, please speak to us about it and we will discuss this further with you.

Primary Director
of Education

Ms. J. Clarke

Headteacher:

Miss K Law

Deputy
Headteacher

Mrs J Roberts

School Business
Manager:

Mrs C Probert

Chair of
Governors:

Mrs S Churm



Healthy Schools