

# Prizegiving 2017

## Start of year detail and Reports for pupils

Reports will be given in a sealed envelope to each child from year 4 upwards **UNLESS WE HEAR FROM YOU ASKING US TO POST YOUR FAMILIES REPORTS**. We will put an email reminder and Facebook comment alerting you to the reports availability. Please look out for these on Friday 8th of December for pupils in years 4 to 10.

In the same envelope we will include; class placement letters, stationary lists, parent handbook, magazine and other information relevant to different levels. We will send ONE envelope per family. If your eldest child is in Year 9 or 10 and you have a younger sibling we will give the envelope to them (this is to avoid any confusion as the Year 9 & 10s will just be returning from their Leadership Journey). All envelopes for Year 9 & 10 students who do not have any siblings will be in the office for you to collect after school.

Pupils in years 1 to 3 are on a different reporting system so will not receive end of year reports in these envelopes. They will have received two reports through the year starting from the day they started school (their anniversary date). This is in line with National Standards reporting expectations.

## Prizegiving detail

When: Wednesday 13th December

Where: Lincoln Events Centre, 15 Meijer Drive, Lincoln

Time: Pupils must arrive no later the 5:00pm. Pupils gather outside the hall, find their teacher and wait to be ushered into the hall.

Uniform: There will be a chance to review and comment on the new uniform items on the night.

Start time: 5:30pm but there is entertainment from 5:00pm

Uniform: All pupils must be in full school uniform.

Finish Time: We are aiming at about an hour and forty five minutes so we should be finished somewhere around 7.15pm. However, you will understand that we do want to do the prizegiving well and make it a worthwhile event, therefore the finish time may extend beyond this.

Preschoolers: As this is a formal event we would appreciate parents of pre-schoolers making arrangements to ensure that they do not interrupt the occasion.



## Early Finish Wednesday 13th December

To allow pupils to refresh and be ready for the prize giving on Wednesday 13<sup>th</sup> of December, all pupils may leave school from 12:30pm on that day as long as they go with THEIR parent. If you wish someone else to pick up your child then we will need a signed note from you with the details to the class teacher by 9am on Wednesday morning. No pupils will be released to another person or family without the written permission of the child's parent. This is for everyone's safety and sanity.

Children who are not able to be picked up will be supervised at school until 3:00pm.

**Wednesday 13<sup>th</sup> of December is the last day of school for the year.**

## End of year survey

Every year we ask for your opinions and thoughts on how the school is going. A link will be emailed home for you to complete this online. This survey helps the BOT know what the key issues are for our community. The main focus is a review of our vision for the coming years. Your thoughts will be very helpful.

We look forward to receiving your views.

## Lost Property

Can you please continue to check the lost property box situated just outside the office for any lost items. There is a large number of school jerseys and cardigans. These are expensive items. We have had a few families with items that seem to have disappeared, so can you please make sure you check your child has their own uniform and hasn't accidentally grabbed an item belonging to someone else.