

Portobello Primary School
Tamerton Drive
Birtley
Chester le Street
DH3 2LY



Dear Parent / Carer

September 2021 Admission

I would like to take this opportunity to formally welcome you and your child to Portobello Primary School.

I hope this will be the beginning of a rewarding and successful partnership. I offer a very warm welcome as you are joining our school for the very first time and to those of you who have been with us before welcome back! In these unprecedented times we hope that our new families and young children are safe and well.

As a first step on our educational partnership together I would usually invite all parents / carers to a 'Welcome Induction' meeting although as schools remain closed to visitors due to the pandemic, we will await further Government guidance but look forward to meeting you in person, once we are able to do so. Please be assured that we recognise the vital importance of a smooth transition both academically, socially and emotionally, we will stay in touch and keep you updated as and when we can.

In the meantime, we do have some essential paperwork that can be completed by parents and carers in preparation for the new academic year.

You can also find a considerable amount of information on our school website: <https://portobelloprimary.eschools.co.uk/website> and on our Facebook page too.

You will find enclosed with this letter the following documents:

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| • Medication in school | For your information |
| • SIMS Pay | For your Information |
| • Parents Code of Conduct | For your Information |
| • School Milk Scheme | For your information |
| • Easy Fundraising | For your information |
| • New Starter /Child's Data Collection Report | To be completed and returned to school |
| • Parental Consent General Permission Form | To be completed and returned to school |
| • Parent Permission re Medication in school | To be completed and returned if necessary |
| • School Uniform Order Sheet | To be ordered direct by parents via supplier |
| • Pupil Premium Letter/Free School Meal Form | To be completed if applicable and returned to school or to apply direct see below link: |
| • Free school meals - Gateshead Council | |

We would be grateful if you would complete and return the above forms by Friday 28th May or as soon as possible should you wish for them to be emailed to you *please send us a message to the email address below or call to request.*

Yours sincerely

Mrs J Humphrey – Head Teacher

E: portobelloprimaryschool@gateshead.gov.uk

Tel: 0191 4104571