



Christ Church CE (VA) Primary School

Tuesday 4th September 2018

Head Teacher: Mrs M Long
Deputy Head Teachers: Mrs E Quigley &
Miss K Taylor

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Welcome Back!!!

Welcome back to the new school year. I hope you have all had an enjoyable and relaxing holiday and are ready for the term ahead.

Welcome!

A BIG welcome to Mr Dhillon (Year 6) who will be our new teacher.



REMINDERS!

I thought I would start the term with a few reminders.

School Rules and Sanctions

School Rules

- Always do as you are asked first time.
- Raise your hand and wait when you have something to say.
- Keep hands, feet and objects to yourself.
- Be responsible for yourself and make good choices.
- Show consideration for yourself, other people and our school.

We have a range of rewards—class and individual which your child should get over the course of the year. Please ask your child about them.

Sanctions

- Verbal warning
- Yellow card warning—time to reflect on their behaviour.
- RED card given. Text message home. Child sent to Assistant Head
- Serious issues—sent to Senior Leaders

Parents will be invited to discuss their child's behaviour with the Leadership Team if persistent issues. Poor behaviour may result in your child going on the Special Needs Register and receiving a behaviour plan and external support.

New Roles

School is now full with 460+ children on roll. New Assistant Head Teachers will therefore manage phases across school from September to provide an additional layer of management and support for children and parents.

Mrs Bennington will look after Early Years (Little Angels, Nursery and Reception), Miss Gwinnell will look after Key Stage 1 (Years 1 and 2), Mr Barr will look after Lower Key Stage 2 (Years 3 and 4) and Mrs Duckworth will look after Upper Key Stage 2 (Years 5 and 6). **The class teacher is always your first point of contact; however, Assistant Head Teachers are your next point of contact if you wish to discuss anything further.**

Miss Taylor and Mrs Quigley as Deputy Head teachers will continue to have whole school responsibility and will be available after you have spoken to Assistant Head Teachers. Mrs Duckworth will continue with her Deputy role on a Friday in the absence of Miss Taylor. Mrs Long, as Head Teacher, will be the next point of contact after speaking to Deputy Head Teachers. Finally the governing body will oversee the smooth running of our expanding school and act as the final point of contact.

If your concern is regarding a SEN or Focus Provision child please speak directly or make an appointment with Mrs Parkes or our Focus Provision Manager (Mrs Jones).

We hope that this new structure will better support our staff, children and parents.

How we can support you?

Firstly, make an appointment to speak to your child's class teacher

If needed, make an appointment to speak to the Assistant Head Teacher managing your child's phase

If the situation is unresolved, make an appointment to speak to a Deputy Head Teacher

After these steps, make an appointment with the Head Teacher using a form in the office where you will be asked to outline your concerns and the staff already spoken to.

A formal request for contact with Governing Body can be made at this final stage. This needs to be made in writing and express your concerns and steps taken to resolve your issue.

Please note that if you have not taken the correct steps you will be redirected back to the class teacher or Assistant Head. All slips to speak to senior staff need to be completed in detail so that your concern can be dealt with effectively.

In summary:

From September there are new leadership positions:

Senior Assistant Head—Mrs Parkes
Assistant Head Early Years — Mrs Bennington
Assistant Head KS1 — Miss Gwinnell
Assistant Head Year 3&4 — Mr Barr
Assistant Head Year 5&6 — Mrs Duckworth

If you have any concerns and issues you wish to discuss your first point of call should be the class teacher who is often able to handle your concerns quicker. Then the Assistant Head Teacher outlines above, followed by the Deputy Head and finally the Head Teacher.

Punctuality

Nursery starts at 8.40am with the rest of the school starting at 8.55am. Afternoon Nursery starts at 12.40.

Lessons will BEGIN at 8.55am and the doors and gates will be closed promptly so that a settled and calm start can be achieved. We will be working closely with the Education Welfare Officer to ensure that continual late comers are monitored and followed up.

I am therefore asking parents to help in a number of ways. Firstly to make sure children arrive on time. We will, where possible, try to open doors at 8.50am to allow pupils to put coats and bags away before they start morning lessons.

Can I ask parents to stay out of the classrooms at the start of the day to ensure that lessons aren't interrupted and for pupils safety. If you need to pass a message to the teacher or make an appointment could you please speak to the office staff or the adult on the door. This allows teachers to concentrate fully on the class at the start of the day.

Pupils who arrive at school after 8.55 am will be marked late—gates close at 8.55am prompt. If your child arrives late they MUST be signed in at the office by an ADULT. This for Health and Safety reasons, in case of fire, etc. Pupils should NOT sign themselves in. The gate beside the school office will be locked at 8.55 am for security reasons.

In line with our new Attendance Policy a child will receive an 'unauthorised' mark if they have more than 10 late sessions over the year.

I hope you see this is for the benefit of the pupils to ensure a settled start to the day and a calm and productive learning environment.



Absence

As you may be aware the school works very closely with the Attendance Officer to monitor all pupils whose attendance falls below 95%. This does on occasion result in letters from school, contracts and home visits to monitor the situation.

Can I remind parents therefore that it is essential that you contact the school if your child is ill. This ONLY needs to be done on the FIRST day of absence. If we do not receive a reason we have to record the absence as unauthorised. If your child has been vomiting they should remain off school for 24 hours after they are last sick to ensure all bugs are out of their system. We may also ask for medical evidence if your child's attendance falls below an unacceptable level.

Can I also remind parents that ALL holidays during term time will be unauthorised and referrals will be made to the Attendance and Prosecution Service. If you are planning a holiday during term time you need to collect a form from the office. Please think very carefully about taking your child out of school during school time as it is very disruptive to their education.

The school has attendance figures which need to be met and we can only do this with your cooperation. Please support us in this process.

Breakfast Club

We operate a Breakfast Club facility for a charge of £5.00 per day. This runs from 7.30am until 8.50am Children are then escorted to class. Included in the price are: drinks, breakfast cereal, toast and fruit as well as partaking in a range of games and activities. A number of pupils come to the club and enjoy this great start to the day.

To be able to use breakfast club please fill out a pack, available from SinglePoint where more information can be provided.



After School Care

We offer afterschool club from SinglePoint which is part of school so children do not have to leave the school site. **Payment MUST be paid in advance.**

We offer a number of options to cater for individual needs.

- 3pm-4pm = £4.00 per child per session
- 3pm - 5:00pm = £8.00 first child & £7.00 for siblings
- 3pm - 6.00pm = £12.00 first child & £11.00 for siblings

To be able to use afterschool club please fill out a pack, available from SinglePoint where more information can be provided.

Clubs

We have Football and multi-sports on offer this term. Places are limited and involve a cost. Please sign up at the office if interested in these clubs. We will also be inviting selected pupils to attend a range of curriculum clubs over the course of the term to provide extra support with their academic needs.

School Dinners!

A reminder that Dolce are our school meals provider and you can order your child's meal on line so that you are aware of what they are eating. Money can be paid on line or at the school office. School dinners cost £2.20.

Please also remember that if you claim income support your child is entitled to Free School Meals. If you are unsure please enquire at the office where they will handle your request sensitively and confidentially. Even if your child does not want a free meal it is very beneficial to complete the form as we receive funds for every child who signs up. Your child will benefit in many ways.



If you need to speak with Senior Staff then please collect a slip from the school office. Before doing this please decide if your questions or concern could be better handled by your child's teacher or the school office. This process is to ensure we handle concerns quickly whilst protecting the time of senior staff so that they remain focused on the school needs.

Photos

Individual school photos will take place on 3rd October. If your child is NOT in school and you would like your older child photographed with a younger sibling please arrive at 8.30. If you arrive after 8.50 then your older child will need to go to class first to receive their attendance mark. All school siblings will be photographed during the day.

TRIPS!

Classes will organise a range of trips linked to their topics over the year. We aim to keep costs down and spread them through the year. If you wish to pay in instalments this is fine however all forms and money need paying BEFORE the day of the trip so that adult:child ratios can be maintained. More details on separate letters.



Parking!

We are working closely with the local council, police and traffic wardens to improve the parking situation. Please remember that the double red lines are NO STOPPING lines and are there for YOUR child's safety. Do not park on them before or after school.

Parents must NOT use the school site at ANY time.

Please park on the car park opposite or safely around the site. The medical centre have asked that I remind parents NOT to park on their car park as it is for patients only.



Lost Property

A reminder to label all items of clothing and to check in the lost property box near the school office if things go missing. Please return any items of clothing which you know do not belong to your child. Governors do not take responsibility for any lost items.

Staffing

Staffing for September is outlined below.

Nursery—Miss Lynch
Reception—Mrs Bennington and Miss Hellend
Year 1—Mrs Mortimer and Mrs Brookes
Year 2—Miss Gwinnell and Mrs Zafar
Year 3— Mr Chapman and Mr Condley
Year 4—Miss Swift and Miss Shaw
Year 5—Miss Moore, Miss Gordon and Mrs Sangha
Year 6—Mr Barr, Mrs Duckworth and Mr Dhillon

Additional teachers—Mrs Deen, Mrs Sanghera, Mr Wilding (PE coach) and Mrs Smith (Reading Recovery teacher)

Uniform

Uniform should be worn at all times. Pupils should not wear trainers to school or inappropriate footwear, e.g heels, open toe sandals, etc.

Late Collection

Can I remind parents that we are obliged to record if children are not collected on time. If you are late collecting your child, your child may be taken to After School Club where you will be charged an increased club fee—£5.00 til 3.30. If we cannot contact parents and we are unaware of reason for a delay your child may be taken to the local police station. Regular late collection may be reported to Social Services.



Assemblies

Assemblies for the year are:

Reception—1st March 19
Year 1—28th June 19
Year 2—Acer—1st February 19
Year 2—Hazel—5th July 19
Year 3- Fir—15th March 19
Year 3—Willow—8th February 19
Year 4—Pine—5th April 19
Year 4—Oak—23rd November 18
Year 5— 30th November 18

PE Kits

Pupils **MUST** have PE Kits in school at all times. This consists of a T-Shirt, shorts and pumps (trainers are not permitted unless they do PE on the field). Tracksuits (without a hood) may be worn when pupils are outside in colder weather. PE is an essential lesson to maintain health and well being. Where kit is not brought in it will be provided with a charge of £1 per lesson. If for ANY reason your child cannot do a lesson please send a note or speak to your child's teacher. This should be the exception rather than the norm.