



# Christ Church CE (VA) Primary School

Friday 3rd February 2017

Head Teacher: Mrs M Long  
Deputy Head Teacher: Mrs E Quigley  
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## REMINDER—TRAINING DAY ON 13th MARCH

### School Meeting Requests

As a parent/carer it is only natural to have concerns and questions at some time. Most concerns can be discussed and resolved during a short meeting or phone call. If you would like to discuss any concerns, questions or queries please complete the request form and hand in to the school office and a meeting or phone call will be arranged as soon as possible.

Can we also remind you that whilst many parents wish to speak to the Head Teacher or other senior staff this will depend upon your concern. As I'm sure you will appreciate senior staff have many other commitments and often the most appropriate staff to speak to in order to give you a quick answer are often the class teacher or the office staff. Please remember that the office staff are also able to pass on messages to senior staff and give you an answer much quicker than waiting for them to call you back.

We have therefore introduced a request for a meeting form so that we can track what parents wish to speak with staff about to determine if there are whole school areas we can address to determine areas for improvement. Please do not be alarmed if you are therefore asked for information over the phone to determine what your call is regarding. We hope that these procedures will be a more effective use of staff time and deal with your questions in a speedier way.

### After School Club

Whilst we understand that on the odd occasion a parent may be delayed for a few minutes collecting children from school this is becoming an issue with a number of parents arriving late and causing inconvenience to staff. It is not the staff's responsibility to look after children after school as they often have meetings and clubs.

Please be aware that if you are late collecting your child and we are unable to contact you to determine your arrival time your child will be taken to after school club where there will be a minimum of £3.50 charge. Between 3.30-4.00 this charge will increase to £5.00 and after 4.00 to £10.00. Late fees will incur at 10% increase.

Please help by ensuring we have up to date contact numbers for you and always alerting school if you think you may be late.

### Anti Bullying Award

I am delighted that we have continue to maintain our Anti Bullying Award.

Many thanks to the parents, children and Mrs Bennington for their input in helping us achieve this.