



BROAD CHALKE C. OF E. PRIMARY SCHOOL

Newtown, Broad Chalke, Salisbury, Wilts, SP5 5DS.

Tel: 01722 780212

e-mail: admin@broadchalke.wilts.sch.uk website: www.broadchalke.wilts.sch.uk

Headteacher: Mrs Amanda Brockway

Chair of Governors: Mr Michael Gibb



4th September 2019

Dear Parents

Welcome Back!

I would like to extend a warm welcome to all of our families old and new. I hope that you have all had a lovely summer despite the rather damp weather at times although at least we did get some sunshine in the end! Much as I love the holidays, there is always something really special about starting a new school year in September.

Please find below some annual reminders for the benefit of new families joining us.

Celebration Assemblies

Celebration assemblies continue to be held on Friday mornings and parents are very welcome to join us. We alternate between the older and younger children. The 1st celebration assembly will be held at 9:15am on **Friday 6th September** and it will be a celebration of classes R, 1, 2 and 3 and on **Friday 13th September** classes 4, 5 and 6 and so on.

Have a coffee with FOBS! (Friends of Broad Chalke School)

This Friday morning, after celebration assembly at around 9.45am, FOBS are organising coffee in the Library and for NEW parents in particular it's a chance to meet and chat with other parents but ALL parents are welcome. It's not a FOBS meeting, it's a social event.

Curriculum Plans

The curriculum plan for each class and for each subject will be put on the school website, along with a copy of the timetable for each class as soon as possible; there are always a few changes which will just take a short time to sort out.

School Gates

Please can parents help us with school safety by always closing the school gates.

Uniform

I was so sorry to hear that some parents are having issues with our school uniform supplier School Trends. After a great deal of research, we changed uniform supplier to School Trends 2 years ago as there had been some unacceptable delays with our previous supplier. Of course this is not a problem which is unique to our school, these companies supply schools nationwide. I know it's disappointing for parents not to have the new uniforms they have ordered (often in good time) ready for the start of term. From our point of view, we understand and hear your frustration but there doesn't seem to be a better alternative supplier out there. The other supplier who we found did not operate a postal service for parents meaning that all uniforms would have to be delivered into school and we didn't feel that this was in the best interests of parents or school. There is some second hand uniform available and we at school will understand if children don't have their new items of branded uniform just yet, I'm sure it will be here very soon! We are gradually phasing out white polo shirts so please only buy blue polo shirts when you replace.

Bags

Please use a school book bag for reading books as they are much easier for us to store in classrooms and ideally a drawstring PE bag to hang on a peg, although as children get older they do sometimes need bigger bags.



Artsmark
Silver Award
Awarded by Arts
Council England



THE SALISBURY DIOCESAN
BOARD OF EDUCATION
"Working for children's good, parents, schools and ourselves"



Name Labels

Please ensure that your child's name is on their book bag, all items of school uniform, drinks bottle and lunch box as every term we end up with lots of un-named lost property.

Early Birds

Children may arrive at school from 8:00 if parents pay £2.50 for them to attend Early Birds (£1.50 from 8.30am). Please accompany children to the door so that they are signed in.

Morning Arrival – school starts at 8.50

- We are responsible for all the children from 8.50, so if you arrive earlier (when it is easier to park!) then please stay with your child in the playground until 8.50 but longer if you wish. The school cannot accept responsibility for the safety of children who are dropped off early but who are not in Early Birds.
- At 8.50 there will be three staff on duty, two in the playground and one on the gate. All children should go to the rear playground and Reception children can be taken straight to their classroom from the rear playground.
- All other children line up in the playground when the bell goes at 8.55am ready to lead in for a 9.00 start. We appreciate parents' cooperation in getting children into school on time.
- **Children should not enter school via the main front door unless they are unavoidably late. The main front door should just be used by parents who need to get to the school office. This helps us to keep the children safe.**
- If it is wet, children come into school at 8.50 via the side door next to the Library. Reception aged children may need a parent to accompany them but all the other children walk in on their own.
- The register is taken as soon after 9.00 as possible and children will need to be signed into the 'late book' if they arrive after 9.00. Please be aware that if children arrive after 9.30 this counts as an unauthorised absence. More than 10 unauthorised absences in a 6 month period could be subject to a penalty notice.
- Please do speak to your child's teacher if any issue is concerning you but please at the end of the day where possible. If you have an urgent issue then messages can be left with the school office.

End of the Day

If there is any change to your child's normal pick up routine please let the school office know. It is our policy that staff will only hand over children to their parents, carers or a person that we have been notified to expect. Please can parents collect children from their external classroom doors except parents with children in class 3 and class 4 as these children will be brought to the door nearest to the hall. Please ring to let us know if you are unavoidably delayed but don't worry, we all get delayed sometimes and rest assured that your child will be kept safe in school.

Parking

The school car park does get very busy but parking is also available at the Sports Centre and the Church car park. In the afternoon, the buses (we now have 3 school buses plus the South Hills after school club minibus) need to park immediately in front of the school. Therefore, please do not park in the bus layby at the end of the day. However, you can use it to 'drop and go' in the morning so long as you stay with your vehicle and move on to let the buses in. The 1st and 2nd buses will drop off at around 8.30 and the 3rd bus at around 8.50. The bus children need to be able to get safely off the bus and directly onto the pavement. Please can I remind parents to use the car park as a one way system and drive around the roundabout. The only exception to this will be the buses who need to go around the roundabout then come back along the front of the school as the corner at the far end is very tight for them to turn.



Artsmark
Silver Award
Awarded by Arts
Council England



THE SALISBURY DIOCESAN
BOARD OF EDUCATION
"Working for children, young people, schools and churches"



Clubs

Children were invited to register for clubs at the end of last term. Clubs are due to start week commencing **9th September** and details can be found on the school website. We are so fortunate to have such a wide range of lunch time and after school clubs, many offered by staff for free and in their own time.

Meet the Teacher

Reception parents will have the opportunity to have an individual home visit over the course of the next two and a half weeks with Mrs Newman. All other parents are invited to a Meet the Teacher evening, there is no need to book or fill in a reply slip, please just turn up.

We stagger the times and dates in order to help parents to meet more than one teacher but realise that a small number of parents may need to leave part way through one meeting in order to get to the next meeting.

Class 1 and 2 – Monday 16th September 6 – 7pm

Class 5 and Class 6 – Monday 16th September 7 – 8pm

Class 3 and 4 – Tuesday 17th September 6 – 7pm

Please be aware that there is no child care facility and children cannot be left unsupervised in the central area as this has caused problems in the past as it is a whole hour. **If you have no option but to bring your child, then they will need to attend the meeting too.**

Admissions

Please note that there are deadlines for both secondary and primary admissions. If your child is in Year 6 the deadline is noon on **31st October 2019** for 2020 admissions to Secondary schools. If you have children aged 3 in pre-school or you have friends who would like admission to our Reception class in September 2020, the deadline for applications is noon on **15th January 2020**. Applications are now open and can be made online at www.wiltshire.gov.uk. Forms are also available from the school office.

Applying for Leave of Absence for the purpose of a holiday

Headteachers can grant leave of absence but only in exceptional circumstances. If you need to apply for leave of absence please use the form available on our website or ask at the school office for a paper copy. Holidays are rarely authorised unless an employer can write a supporting letter to explain why the absence can only be taken in term time. A penalty notice may be issued where a pupil has missed at least 10 sessions (5 school days) due to unauthorised absence and where attendance is below 90%. When a penalty notice is issued this is by the Local Authority not by the school.

Illness

If in doubt, please don't send a sick child to school. If you would like advice on what to do, or if you decide to keep your child at home, please telephone the office between 8.30 – 9.10 a.m. before registers are closed. **Please keep your child off school for 48 hours after sickness or diarrhoea as recommended by the Health Protection Agency.**

School Photos

Individual and siblings school photographs will take place on **Tuesday 24th September** from 9:00am in the Library. A separate letter will be sent out about this.

FOBS Events – Dates for your diary!

The next FOBS meeting is on **Friday 27th September at 1.30pm** in the school library.

Chalke Valley Challenge (CVC) 10k run and 3k fun run

The CVC is back on **Sunday 13th October** and is a major FOBS fundraiser as well as being a great community event! Join in the fun as a volunteer or as a runner. Registration is open so just download an application from the website <http://www.chalkevalleychallenge.co.uk/>



Artsmark
Silver Award
Awarded by Arts
Council England



THE SALISBURY DIOCESAN
BOARD OF EDUCATION
"Working for children, young people, schools and churches"



TD Days

Schools have 5 Teacher Development days every year. We have already had **Monday 2nd and Tuesday 3rd September**.

The next three dates are: **Monday 6th January, Monday 1st June and Wednesday 22nd July** (all are days just after or before a school holiday).

At the end of each 'long' term school will finish early at **1.30pm on Friday 20th December, Thursday 3rd April and Tuesday 21st July**.

Communications

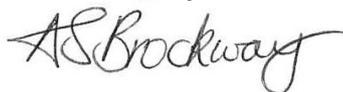
We feel it is vital to have excellent communications with our parents and we do so by a variety of means.

- Newsletters generally go by email unless there is a reply slip in which case we tend to both email and send a paper copy in book bags.
- Classlist is often used for little reminders and messages and parents can communicate with one another via classlist too.
- FOBS use Classlist for appeals and reminders.
- The school website is a good 'go to' place for all information such as menus, dates and copies of previous newsletters. It also has a FOBS page for FOBS newsletters.
- Our school Instagram is great for little insights into school life!
- ParentPay for booking all school lunches, paying and consent for trips and booking and paying for some after school clubs.
- The school office is our 'nerve centre' for communications and the office staff are always happy to help by email, telephone or in person.
- Class teachers or teaching assistants will have a 'face to face' handover with parents at the end of each day when children are collected.
- I'm always happy to meet and talk with parents.

And finally...

Finally, thank you, on behalf of all the staff, for all the cards and gifts we received at the end of last term, we really do appreciate them. Diary dates will follow in the next newsletter and I look forward to another great year!

Yours sincerely,



Mrs Amanda Brockway
Headteacher



Artsmark
Silver Award
Awarded by Arts
Council England

