



# BROAD CHALKE C. OF E. PRIMARY SCHOOL

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Headteacher: Mrs Amanda Brockway

Chair of Governors: Mr Michael Gibb



4<sup>th</sup> September 2018

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; it certainly was very hot at times! There is always something really special about the new school year in September and the excitement on the playground as all the children meet up and all look so much bigger than they did in July!

## 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 and 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. It's always lovely to see the children looking so smart in their uniforms. As was previously mentioned before the summer holidays, we are gradually phasing out white polo shirts so please buy blue polo shirts when you replace.

## 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 prompt 9.00 start. We appreciate parents' cooperation in getting children into school on time.



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**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 do this at the end of the day where possible. If you have an urgent issue, which cannot wait, 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. In the afternoon, the buses and the taxi 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 bus drops off at around 8.30 and the 2nd 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. We have a duty of care for children and adults which includes cars on our site. Mr Cooper is vigilant in helping to keep the car park as safe as possible by monitoring the parking and requesting that cars move on to the Sports centre if there is nowhere to park.

### **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 on **Friday 7th September** and it will be a celebration of classes R, 1, 2 and 3 and on **Friday 14th September** classes 4, 5 and 6 and so on.

### **Clubs**

Children were invited to register for clubs at the end of last term. Clubs are due to start week commencing **10<sup>th</sup> 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.



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## Meet the Teacher

Reception parents will have the opportunity to have an individual home visit over the course of the next two weeks with Mrs Newman. All other parents are invited to a Meet the Teacher evening. 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 17th September 6 – 7pm**

**Class 5 and Class 6 – Monday 17th September 7 – 8pm**

**Class 3 and 4 – Tuesday 18th September 6 – 7pm**

Please be aware that there is no child care 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 with you.**

## 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 2018** for 2019 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 2019, the deadline for applications is noon on **15th January 2019**. Applications can be made online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk). Forms are also available from the school office.

We currently have a small number of spaces as we had 3 children from military families who were unexpectedly posted before the start of term. If you know of anyone who is still looking for a place in a Reception class, year 1 or year 4 please do let them know.

## 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 will be issued where a pupil has missed at least 10 sessions (5 school days) due to unauthorised absence. 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.**

## Music Event

On **Saturday 15<sup>th</sup> September**, the violinist and director Maggie Faultless is bringing a small number of up-and-coming young soloists to perform in Alvediston Church. From 2 – 4.30pm, she is inviting local school children (with their parents and any other interested adults) to a free, interactive session, where instruments will be demonstrated. The idea is to have fun! The afternoon will finish with a rehearsal for the concert in the evening, which all are welcome to attend. The day is generously sponsored by The Cecil King Foundation, which, among other things, supports village churches. Maggie is very keen that as many children as possible have the opportunity to take part, and parents should contact Pen Milburn so that they have a rough idea on numbers. Contact Pen on [pm@elcombefarm.co.uk](mailto:pm@elcombefarm.co.uk)

## School Photos

Individual and siblings school photographs will take place on **Tuesday 25<sup>th</sup> 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 21<sup>st</sup> September at 1.30pm** in the school library. FOBS are hoping to alternate daytime and evening meetings so that more people can get involved. FOBS is a vital part of school life and organise fundraising events. If you would like to get involved, the first get together is on **Friday 28<sup>th</sup> September** especially for all new parents but other parents are welcome too. Come along to Celebration assembly and then stay on for a cup of tea or coffee at 10am! Second hand uniform will also be available.

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

The CVC is back on **Sunday 14<sup>th</sup> 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/>

## TD Days

Schools have 5 Teacher Development days every year. We have already had **Monday 3<sup>rd</sup> September**. The next four dates are: **Wednesday 24<sup>th</sup> October, Friday 5<sup>th</sup> April** and **Wednesday 24<sup>th</sup> and Thursday 25<sup>th</sup> July** (all are days just before the holiday).

Please note that Friday 5<sup>th</sup> October is now **not** a TD Day although this did go out in new parent packs. This date has changed to **Friday 5<sup>th</sup> April**.

At the end of each 'long' term school will finish early at **1.30pm** on **Friday 21<sup>st</sup> December, Thursday 4<sup>th</sup> April and Tuesday 21<sup>st</sup> July**.

## 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! Don't forget to sign in for Classlist (see the flyer to explain what this is for new parents) and our school Instagram for little insights into school life!

Yours sincerely,



Mrs Amanda Brockway  
Headteacher

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## Meet the Teacher Meeting on 17<sup>th</sup> / 18<sup>th</sup> September

I / We will be attending the Meet the Teacher meeting for the following class(es)\_\_\_\_\_

Name of parent (s) \_\_\_\_\_



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