



Newsletter 1

7th September 2018

www.broadway.newcastle.sch.uk
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Dear Parents and Carers,

Welcome back to a new year at Broadway East. It has been lovely to get the school family back together and we have had a great week in school. I hope that you have all had a good summer holiday and are now enjoying getting back into the routine. An especially warm welcome is extended to all those children and families who are new to our school. We really value the relationship between home and school and will always have time to talk to you and answer any questions which you might have.

In the first newsletter of the year we always cover lots of information for new families and reminders for everyone else. Please read the information and feel free to contact us if you have any questions.

NEWS

Thank You

Sincere thanks to everyone for all of the gifts and cards which you sent into school at the end of last term. Your words, generosity and thoughtfulness are very much appreciated.

Last Year's Successes

Last year's outcomes were again very high in terms of progress (how far children have come in their learning) and attainment (the standard which they have reached). This statement is true of all year groups and all areas of the curriculum. We monitor the progress of all individuals and year groups very closely in school and it is a real pleasure to collate the data and see the evidence of great progress. However, the most satisfying outcomes are seen through talking to children, looking in their books and observing them at play and work. Whether they are taking small steps or huge strides we are proud of all of our learners and the achievements which they have made.

Extra-Curricular Activities

I hope that children will continue to attend and make the most of the opportunities on offer through our extracurricular programme of clubs and activities. Some of these are provided by our own staff and are free of charge, and some are offered through outside providers and have a small fee. More information will follow soon

about our own clubs and those provided by our partners. When picking up after clubs, we ask that parents and carers come to the main entrance and wait for the club providers to open the door. In order to safeguard children in the building we do not allow parents to wait inside for clubs to finish, other than in exceptional circumstances. Therefore, we recommend arriving at school no longer than five minutes before the end of the club. Thank you for your cooperation. Please speak to the school office if you have any questions.

Parent Helpers

Lots of parents and friends of the school volunteer in many different ways. Teachers are almost always looking for help from additional adults to give the children the opportunity to practise their reading in school and to help children to use the library. We also welcome parents in to talk about their work or interests and sometimes we need extra adults to help us with school visits. If you have an hour or two to spare and would like to get involved, then please see your child's class teacher and we will almost certainly find a way to use up your spare time! Parents who help us on a regular basis will need to complete a DBS check, Mrs Dickie will be able to advise you of how to go about this process. Thanks again to those parents who already help us, your contribution makes a big difference to the work of the school and the progress of the pupils.

Curriculum Information

Your letter from your child's class teacher has detailed information about the curriculum for this half term for English, maths and all other subjects. We hope that this helps you to talk to your child about learning in school and gives you an insight and understanding about what the expectations are in your child's year group. Please ask your child's class teacher if you need any clarification.

No Outsiders at Broadway East

This term we are using a new programme to teach the children about the Equalities Act. This is part of the PSHE curriculum and will be taught through story books, pictures and discussions in classes and assembly. We will teach children that it's OK to be different, to be able to work with others and to welcome and respect everyone, regardless of their differences. All staff have had training for the programme and we'd like to invite you into school to join your child's class for a 'No Outsiders' lesson

this term. We have already started using some of the resources and the children have really enjoyed the stories and understand the concept of nobody being an 'outsider' in our school and our community. We will share these dates with you as soon as we have them finalised and we hope that you can join us!



Beginning of the day and End of the Day

School starts at 8.55am. The KS1 door, KS2 door and Reception door are opened at 8.50 so that children can start entering the building when they arrive. Sometimes, usually on a Monday due to a weekly Staff Briefing, the doors are opened slightly later but always in time for an 8.55 start. On particularly wet mornings, if we are able to, we open the doors slightly earlier. We expect children in Years 1 – 4 (Classes 2 – 7) to come into the building by themselves each morning and to organise their own belongings. Becoming more independent in this way is a really important aspect of development for the children. It also means that corridors and cloakrooms do not become dangerously congested in the morning. Once the Reception children are attending full time (week beginning Monday 17th September) we also expect them to come into school independently. Please support us by saying goodbye in the playground and encouraging your child to take the last few steps by themselves. You can pass messages on to the adult at the door. If you need to speak to your child's Class Teacher please feel welcome to come to the main entrance before the day begins or to make a phone call, all teachers are in school well before the start of the day and will be more than happy to talk to you. If you need to visit the school office in the morning, please come to the main entrance once you have said goodbye to your child outside. At home time staff supervise the children as they leave the building and meet their parents and carers. Classes 2 and 3 come directly from their classroom, Class 4 through the main doors onto the yard, Classes 5, 6, and 7, through the KS2 entrance, and Reception through their own play area. Children know to stay with staff until they have seen the person who is picking them up. If there is a change in picking up arrangements, please let us know so that we can make sure that all children leave safely. Once you have met your child, please supervise him/her carefully so that we can avoid any accidents. Thank you for your support.

Travel to School



The area around our school is very congested at dropping off and picking up times. When parents and carers drive and park dangerously, they are presenting a real danger to children and adults around the site. Please drive and park safely if you need to use your car. Spaces to park are very limited around school so if you are able to, please consider other sustainable ways to travel to school such as walking, cycling or scooting. This eases congestion, reduces air pollution, gets children active and makes our local area safer and more pleasant. Some staff park in the public car park or on the surrounding streets because they are part time workers or are arriving/leaving the site when it is unsafe to drive through to the staff car park. When possible, staff leave the bays available for other users. There is one bay in the outside car park for Blue Badge holders (marked Disabled). We have several families who have Blue Badges and need to use this bay – please do not take this space unless you are entitled to do so, even if it is only for a short time. Thank you for your support.

Fruit in School

The daily fruit for all children in Reception and KS1 will continue via the Fruit to School Scheme. Children in KS2 are encouraged to bring a piece of fruit or a small container of chopped fruit or veg each day. Please do not send processed and packaged products or anything other than fruit or veg. Thank you for your cooperation.



Attendance and Punctuality

If your child is unwell and unable to attend school, please inform us as soon as possible and certainly before 9.25 on the morning of the absence. Failure to inform us of an absence will result in a member of staff having to contact you, which would waste valuable time, and may result in the absence being recorded as 'unauthorised'. We expect children to be in school every day, unless they are unwell. Children can attend school if they have a cold or another minor illness. However, when children have a sickness and/or diarrhoea virus, they should be kept away from school for 48 hours after the last episode of vomiting or diarrhoea episode. This is because the virus could still be spread to others in this time frame and other children, particularly those with chronic health conditions, could be at risk. We currently have several children with chronic conditions and we have one pupil undergoing chemotherapy. Please help us to keep these children safe by following this guidance. If you are unsure of whether to keep your child off school due to illness, please contact us and we will advise. When leaving messages about absence, please be specific about your child's illness so that we can assess whether we need to inform the parents and carers of vulnerable children. Thank you for your support.

It is very important that children arrive on time in order to make a good start to their learning. Registers are open until 9.25, children arriving after 8.55 and before 9.25 will be recorded as late. If you are late please bring your child to the school office so that we can ensure that registers are correct and that children are taken safely to classrooms. Children arriving after 9.25 without prior reason will be recorded as having an unauthorised absence. Children should not be left unsupervised on the school premises before 8.50 for safeguarding reasons.

We monitor the attendance and punctuality of all children in school and we work closely with our safeguarding and attendance officer to make sure that all children have the best possible attendance.

Holidays in Term Time

As you will be aware, we are not able to authorise absences to cover holidays, but we can grant leave for exceptional circumstances. We will consider all requests but we are unlikely to authorise the leave unless it is rare and unavoidable. Please use the form from the school office to make any requests and contact school if you wish to discuss your reasons for taking your children out of school in term time. Once you have completed the form please return it to the office. Thank you for your cooperation.

Medicines in School

If your child requires an inhaler, please bring it into school with the appropriate care plan which you will have been given from your healthcare provider. All medicines, including inhalers, must be prescribed and we need to see the prescription sticker/label on medication before we can administer it. Our full policy with further guidelines can be viewed on the school website. Please ensure that all medicine is given directly to Mrs Sutton, Mrs Watson or Mrs Whyte and don't hesitate to ask if you have any questions.

School Meals and Packed Lunches

School meals are free to children in Reception and KS1. For children in Key Stage 2 school meals cost £2.00 per day. You can pay weekly (on a Monday) or half termly. Please make sure that cash or cheques are put into a sealed envelope with your child's name and class clearly written and given to your child to hand to his or her class teacher. Cheques should be made payable to 'Newcastle City Council'. Money for two or more siblings can be sent in one envelope. We need a week's notice if you would like to change from packed lunch to school meals or vice versa. We will have the menus on the website as soon as we receive them from the City Council. We are currently developing the use of Parent Mail and working with the LA to set this up for the payment of school meals, we will let you know when this part of the service is available.

If your child is bringing a packed lunch, please remember to ensure that it is nutritious enough and sufficient to fuel your child through the afternoon. Fizzy drinks, sweets and chocolates are not allowed and we ask you to avoid sending any nuts into school as we have lots of children with nut allergies. We also ask that grapes are cut in half to reduce the risk of choking. Our Packed Lunch Policy is available on the school website and should be able to help you with some ideas.

Permission Forms

Last year we asked you to complete the annual permission forms with a promise that we would not ask again in the time your children were with us, and then everything changed in the summer term when with the new data protection regulations (GDPR), we had to ask you again! Many thanks to everyone who returned the completed forms. If you didn't return the forms, you will be sent a new set – please return these to us ASAP as they give your child permission to use the internet and APPs on the iPads, as well as allowing us to include their images on our website and Twitter account.

Parents of children in Reception, you will have a full set of forms to return including permission for:

- **Local outings**
We often take children to places in the school's immediate locality such Gosforth East Middle School, the nearby streets and amenities, the park etc. On these occasions we will inform you of the activity but we will not ask for your permission providing that you have given us permission on the attached form. If we are taking the children anywhere beyond Gosforth which involves travel other than walking, any hazardous activities or voluntary payment, we will ask for your permission relating to that specific visit.
- **Internet use, press, publicity**
We need your permission to allow your child access to the internet, to use images of children on the internet (including the school Twitter account), press and in school publicity. Please read this information carefully and ask us if you are unclear. It is very unusual for parents to refuse permission on any of the categories and if you have any concerns or would like to talk to us regarding this permission, please contact Mrs Tawn or me.
- **Food tasting**
Our curriculum often involves children using and tasting food in school. Please use the attached form to give your permission and inform us of any restrictions, allergies or intolerances.

School Uniform

- The correct school uniform is listed clearly on our website, we can give you a paper copy if you find it difficult to access the Internet, just ask at the office.
- Please remember to label all items of uniform including shoes. We have a lost property box in the KS1 cloakroom/entrance.
- Please make sure that your child is wearing appropriate shoes for school. Trainers, crocs, sling backs, heels, baseball boots etc are not suitable, although the black trainer-type school shoes are suitable.
- Reception children need to have wellies in school permanently so that they can make the most of our outdoor learning space in all weathers. Please label them and peg them together with a clothes peg. Thank you.
- ALL children in ALL classes need to have a coat in school EVERY day. We take the children outside for playtimes and learning opportunities in all weather, except very heavy rain or any dangerous conditions.
- Children in KS2 (Classes 5, 6 and 7) are able to play on the field on dry days if they have a change of shoes in school. Please send named field shoes/trainers into school so that they can participate.

Communication

Almost all letters from the school office are emailed to families via ParentMail unless we need you to sign something and return it to us. Other letters from partners and providers are sent by email, or via the children. All letters from the office and half termly teachers' letters are put on the website with curriculum information for all subjects.

We also use texts to contact you, but only when we need to get a message to you urgently. As we develop the use of Parent Mail, we will be able to text more general reminders too.

We are always here to answer any of your questions so please get in touch if necessary. Teachers are usually available before and after school to talk to parents either in person or by telephone.

The School Website and Twitter

The school Website is a great resource for you to use. There is always an up to date calendar of events and information about school procedures and policies. When you click on an event on the school calendar, it opens a new dialogue box with further information about the particular event. We also have a Twitter account which is used to share snippets of news and information. When you are signed into your Twitter account you can find us as @BroadwayEast1st. We do not use Twitter to answer queries or respond to your comments but to give you some extra insights into the daily life of the school family as well as reminders and information from partner agencies and groups which you might find useful or interesting. Sometimes we ask you to get involved and invite you to share activities with us, such as the #GSTonholiday from this summer. You are always welcome to Tweet school or classes to show us what the children have been up to at home, the children love to look at these in school. Participation is entirely voluntary but highly recommended!

We reserve the right to block users if we feel that they are using Twitter in an inappropriate way.

Each class also has a Twitter account and teachers will show you how to locate these at the coffee mornings. Please continue to use the website, check newsletters or give us a ring with your questions.

Mobile Phones in School

None of our pupils have mobile phones in school and therefore we do not have a set of rules around use of phones for pupils. However, we ask that parents, visitors and volunteers do not use their phones in school unless in the event of an emergency. You are not permitted to take photographs in school as a small number of our pupils do not have permission to be photographed. Staff also follow this rule and only use their phones in the school office or staffroom. Very rarely, staff use personal devices to take photographs but this is only with the prior permission of the Headteacher, who then witnesses that images are deleted on the

same day. This would usually be on an educational visit where we have no internet connection for our iPads and we want to share images on the school or a class Twitter account.

FUTURE EVENTS AND DATES

Coffee Mornings for Key Stage 1 and 2 Classes

As always, each Class is holding a Coffee Morning starting with Class 2 on Monday. This is an ideal opportunity for you to meet your child's teacher, learn about some of the routines and expectations as well as the curriculum. You can also share some time with your child during which you can look around the classroom and talk to your child about their learning. On the day please come into school, to your child's class, with your child for an 8.55am start. We anticipate each coffee morning to last for approximately 30 minutes. Please come if you are able to.



Coffee Afternoon for Reception Classes

All parents and carers of children in Reception Classes are invited into school on Thursday 27th September at 2.30pm to meet the staff again and hear all about what you need to know and what to expect from the months ahead.

Monday 10 th September	Class 2 Coffee Morning 8.55am
Tuesday 11 th September	Class 3 Coffee Morning 8.55am
Wednesday 12 th September	Class 4 Coffee Morning 8.55am
Thursday 13 th September	Class 5 Coffee Morning 8.55am
Friday 14 th September	Class 6 Coffee Morning 8.55am
Monday 17 st September	Class 7 Coffee Morning 8.55am
Thursday 27 th September	Reception Coffee Afternoon 2.30pm
Monday 15 th October	Governors' Meeting 5.00pm
Wednesday 24 th October	Harvest Assembly 9.15am
Thursday 25th October	Break up for half term for pupils
Friday 26th October	Training Day (school closed to children)
Monday 5 th November	Back to school

The calendar on the website is currently up to date but we will be adding new events as the term goes on.

Please check the events section regularly so that you do not miss anything important. The Local Authority term time/holiday calendars for this and next year are available from our website and the LA website.

Finally, apologies for such a long letter full of information and instructions. I look forward to sharing news of learning and events in school with you as the year gets underway. In the meantime, please feel welcome to contact us for clarification on the above or any other school matters.

Best Wishes,

Helen McKenna
Headteacher