

Dear Parents/Carers,

The new school year has got off to a flying start. The children have really enjoyed their Big Adventure to the Severn Valley Railway and also the Bake Off. Well done to Class 2H who won with their very tasty pineapple train cake.

Next week we will be sending out some information leaflets, one on behaviour and another with general school information that you should find useful.

I wanted to take the opportunity to raise the following information, which is in the booklet, but I felt was important enough to also cover separately in a letter.

END OF THE SCHOOL DAY

School finishes at 3:15pm. Children should be collected by a known adult, these are the adults identified on the contact form. If another adult is sent to collect a child, you must give prior notification and phone the school office or notify the teacher on the morning. If no notification has been received the child will not be allowed to go, and a telephone call must be made to the parent to check collection arrangements.

Please note: No child under the age of 16 years will be allowed to collect a sibling.

All children, at the beginning or end of the school day should stay by the adult who has brought or collected them. During these times, whilst on school premises, children's behaviour should be of the expected standard.

PROCEDURES TO SEE STAFF

Should you have any concerns about your child's education or anything that may be happening in school please follow the procedure in the order set out below:

1. See the class teacher in the first instance
2. Speak to the Head of your child's phase:
 - **Mrs Rock (EYFS, Nur/Rec), Mrs Scordis (Y1 - 3) and Miss Reynolds (Y4 – 6)**
3. Contact Mrs Flemings, the SENCo if your concern is related to your child's special educational needs
4. Contact the school to make an appointment to see Mrs Crawford the Headteacher
5. Arrange an appointment to see Mrs Tewley, the Executive Headteacher

PLEASE REMEMBER TEACHERS ARE NEEDED IN CLASS FROM 8:45am UNTIL 3:30pm, IF YOU WISH TO SEE YOUR CHILD'S TEACHER YOU MUST CONTACT THE SCHOOL OFFICE TO MAKE AN APPOINTMENT AND ARRANGE TO SEE THE STAFF MEMBER AT A MUTUALLY CONVENIENT TIME.

Please also be aware that staff members will not be able to see/speak to parents/carers straight away if you turn up at school requesting a meeting or telephone wishing to talk to someone.

The office staff have been asked to take names, phone numbers and brief details of your concerns. This information will then be passed to the relevant member of staff and that member of staff will make contact with you to discuss any issues. You also may be directed to make an appointment with the class teacher, if appropriate, should you have not followed the above procedure.