

AUTUMN DAYS

Hello everyone welcome back after the Summer Break, I hope you all managed to benefit from some sunshine! The children have really hit the ground running and seem very excited in their new year groups. I am looking forward to working with you all over the year to come, and will endeavour to keep you updated with any developments.

WELCOME

I would like to extend a very warm welcome to Mrs Chisholm and Mrs. Hills who are art and drama/dance specialists and will be working with each class on a two week cycle to develop their skills in these areas. We are all very excited and particularly looking forward to utilising their expertise.

PUPIL PHOTOGRAPHS – FRIDAY SEPTEMBER 13th

Individual pupil photographs will be in the school hall on Friday September 13th. Following very positive feedback, we will once again be using Roz and Kirsty photography. Siblings within the school will be able to have photographs taken together (unfortunately we will not be able to have younger siblings or other family members – only children on roll).

Miss Jenkins will be posting more information soon.

INSET DAYS

Mon 2nd September

Tues 3rd September

Monday 6th January

Monday 28th April

Monday 21st July

1 day TBA – dependent on availability of provider



DOJO

Can I please remind you that the prime purpose of Dojo is to keep you as parents informed of your children's activities and lessons. Generic questions with no urgent timescales can also be answered. Staff will be removing Dojo from their phones as they are receiving far too many messages out of school hours. They are receiving high numbers of messages in the evenings or holidays and find it hard to ignore them even though it is their own time. On a day to day basis messages are often not picked up during lesson time and sometimes children may have been released by the time a message about changed pick up arrangements is read. I would ask if you are contacting regarding pick up times for children, **PLEASE CONTACT THE MAIN OFFICE** - you can leave a message on the answer machine and Miss Jenkins will inform the class teacher.

BREAKFAST CLUB AND WRAPAROUND ARRANGEMENTS

Paid Early Childcare runs from 7:50 a.m. until 8:20a.m. at a cost of £1 per morning (this is paid via i-pay– Miss Jenkins can advise on this if you need help) Free Breakfast Club starts at 8:20 (children are to arrive by 8:30 a.m.). The main door is then closed at 8:30 and opened again at 8:45a.m for the start of the school day.

Wraparound for Nursery children runs from 11:20a.m. to 1p.m. The charge is £5 per session and your child will need to bring a packed lunch.

Wraparound is booked via i-pay which is organised by Miss Jenkins in the office.

MACMILLAN COFFEE MORNING

Our annual Macmillan Coffee Morning will be held on Friday 27th September. More details will follow soon.



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Below are a couple of reminders of some of our day to day procedures which help in the running of school day.

The school website can be found at:

<https://www.pengelliprimaryschool.com/>

A lot of information can be found on this site and I would encourage you to take some time to look

HEALTH AND SAFETY

Parents are reminded that cars should not be brought into the playground when bringing or collecting children (unless due to medical emergency – see Pastoral Care Arrangements) for the safety and wellbeing of all pupils. All visitors are required to sign the visitors' book and wear a badge on entry. Children who arrive late are also asked to enter the main entrance to ensure they are recorded as present on the computerised system.

ADMINISTRATION OF MEDICINES

Administration of medicines will only be considered following a written parental request – forms are available in the school office or online. Asthma pumps will be stored in classroom cupboards away from children but quickly accessible to the teacher in emergencies/panic situations. All medicines and pumps should be clearly marked with the child's name and directions for use.

COMPLAINTS PROCEDURE

We always endeavour to do the very best for your children at all times. We recognise, however, that there are times when you may be unhappy with an issue. The school's procedure for dealing with complaints is:

1. Speak to your child's teacher about any concern you may have.
2. If you are not happy with the response, take your concern to the Headteacher.
3. If you are not satisfied with the Headteacher's response, take your concern to the Governing Body.
4. If you are not happy with the Governing Body's response, take your concern to the Local Authority.

A formal complaints policy is available from the school office or online. Further advice can also be obtained from the Local Authority Parent and Governor Unit (01792 636000)

PARENT LIAISON

The school operates an open door policy whereby parents are encouraged to maintain communication with the staff of the school. We understand that there are times where you need to speak to your child's teacher but we ask that you do this before 8:50 or after 3:20 where possible to avoid encroaching on classroom time. If possible, it would be helpful if you could make an appointment

Parents can help by keeping us informed of any significant details relevant to their child's education, eg health problems or personal circumstances. This will be regarded as confidential and help us to care all the more appropriately for their child.

FREE SCHOOL LUNCHES

Free school lunches are now available for all statutory aged primary school children i.e. children in Reception through to Y6.

