

Tuesday 24th July 2018



*KS2 production of The Pirates of Penzance*



Box CE VC Primary School

**Autumn 2018**

### Term 1

03/09/18 - staff development day

04/09/18 - staff development day

05/09/18 - first day back for the children

### The Pirates of Penzance

Thank you to all of the children in key stage two for making The Pirates of Penzance such a memorable occasion. We are delighted with what you managed to achieve and the commitment you showed to the production.

Thank you to the staff and Kate for their hard work in making sure that the performance was such a success, Jo Tankard for taking some wonderful photos and Claire Toghill for her help with rehearsals.

### Parent Information September 2018

Attached to this newsletter is our Parent Information for 2018 which gives you up to date information ready for the start of next term.

### Leavers' service

Please join us in the church at 2pm on Wednesday 25th July to say goodbye to our Yr 6. Due to the building work in the church there will be less seats available for parents but there will be space to stand at the side of the church near the font and the doors at the back and side of the church will be open

### Summer holiday watering

Can you spare some time over the summer holiday to help with watering the school greenhouse and garden? We need your help to keep everything growing. Please put your name down on the rota at the office to water the plants and help yourselves to the ripe produce!

### School lunches

A reminder that orders for school lunches during the first 2-weeks of term need to be placed online by **Sunday 26th August**.



### 360 Degree Safe

We have a new logo that we will be adding to our school website. We have been awarded the 360 degree safe Online Safety Mark by the South West Grid for Learning after a formal assessment of the quality of our online safety provision. Thank you very much to Miss Reed and the Online Safety Committee for leading this work.



### Wiltshire's Big Pledge Beat the Clock Challenge

Thank you to all of the children for contributing towards 764, 178 minutes of exercise between 14th May and 8th July to be Wiltshire's most active school! Stephanie Millward presented our certificate in assembly yesterday and we will soon receive a glass trophy to go with it.

Thank you also to everyone who has helped us in so many different ways this year - in the classrooms, putting on and helping at events, lunchtime clubs, after school clubs, covering library books, trips, transporting the children and in the school garden. Your help is invaluable to the running of the school and enriching the lives of the children.

Have a lovely summer break and we look forward to welcoming the children back to school on **Wednesday 5<sup>th</sup> September.**



**Box CE VC Primary School  
Parent Information September 2018**

**Pupil Information Forms**

A copy of your Pupil Information Form will be sent home at the start of September for you to check. Please return any corrections to the office as soon as possible. It is particularly important to ensure that we have up to date emergency contact numbers, please let us know immediately if phone numbers etc. are changed.

**Start of the day**

The school day officially starts at 9:00am but when the bell sounds at 8:45am children may come into school as teachers are in their rooms and ready for the children. When children arrive in their classrooms they will work on early morning activities such as spelling. Prior to this children should wait on the playground. Parents are welcome to go into the classroom with the younger children for a few minutes between 8:45 and 9:00am but need to leave the classroom by 9:00am ready for the teacher to start the day.

Teachers supervise the children from 8:45am; please do not send children unaccompanied into the playground before this time. Box Kids offer a breakfast club and bring children to school at 8:45am.

All children and parents are asked to use the outside classroom doors so that they enter school via the cloakroom areas to hang up coats etc. and where carpets are thickest and best able to cope with wet or muddy shoes.

**Dropping children off by car**

The school car park is closed to parents at the beginning and the end of the school day. Parking is available in the Selwyn Hall car park. We have been asked by the McColl's, the residents of Queen's Square and the Queen's Head to remind parents not to park in these places. Please do not park on the road outside the school as this makes crossing the road very difficult for pedestrians and for Heather, our crossing patroller. It is an offence to park on the white zig zag lines.

**Walking to school**

If you walk to school please cross the road with Heather and enter the car park using the entrance by the crossing.

**Collecting children at the end of the day**

The school day ends at 3:20pm and all children will leave the school building onto the playground. Key stage one teachers will accompany children as they are dismissed and ensure the correct person meets them.

**Collecting children during the day**

If you need to take your child out of school for a medical or other appointment during the school day please fill in an 'Absence from School Form'. When you come to collect your child please report to the school office, not directly to the classroom as you will need to sign your child out and back in again.

**Someone unknown to us collecting a child**

If a family friend or grandparent etc. is collecting your child from school please let their teacher know at the start of the day.

### **Late arrivals**

Please remember that if children are late for school without a valid reason then the absence is recorded as unauthorised. You will need to sign your child in at the office and the late arrival will be marked in the register.

### **Authorised absence**

If your child is ill please inform the school by telephone in the morning before the start of each day. If you take your child out of school for any reason during term time you need to complete an 'absence from school form', which are available from the school office. Please see the 'attendance policy' for full details.

### **Unauthorised absence**

Any absence that you do not notify us of or obtain permission for in advance has to be recorded as an unauthorised absence.

### **Medicines**

The school has an Administration of Drugs and Medicines in School Policy which you are welcome to see. Most medicines can be administered by you before or after school. Staff are not obliged to administer medicines but will administer medicines prescribed by a doctor if it is absolutely necessary. Please talk to the school office staff about administering medicines and complete the relevant permission slip.

### **Inhalers**

Please ensure that we are aware if your child is asthmatic. Children should self administer inhalers wherever possible and should keep their inhaler with them at all times. You may wish to let us have a spare inhaler to be kept at school. Inhalers should be clearly labelled with your child's full name and class.

### **School uniform**

All clothing should be clearly labelled with your child's name. Please note that black is not a school colour.

navy blue sweatshirt or cardigan

navy blue or grey trousers, skirt or pinafore dress

a white or pale blue shirt or polo shirts

black school shoes

blue gingham dresses or school shorts may be worn during the summer

### **PE kit**

navy shorts plain white T-shirt.

sweatshirt and jogging bottoms for when the weather is cold.

daps or trainers for outside games - inside PE takes place in bare feet.

a clearly named drawstring bag to keep PE kit in.

PE kit should be clearly labelled and available in school at all times but should go home regularly for washing.

## **Swimming**

When children swim at the Springfield Centre in Corsham boys should wear speedo style trunks and girls a one piece costume. Please provide any swimming aids your child needs such as armbands. If children would like to wear goggles then we must have a letter from parents giving permission for goggles to be worn.

Children in Year 3 and Year 4 will swim at Corsham pool on a Monday and any children in Year 5 and 6 who are not able to swim 25 metres confidently. Year 3s and 4s will be divided into two equal groups with one group swimming from September to February half term and the other group swimming from February half term until the end of the year.

## **Jewellery**

The only jewellery children are able to wear in school is stud earrings and wrist watches (not novelty watches).

## **Toys**

Small toys that fit in your child's drawer may be brought to school to play with at play time. Any toy brought into school should be labelled and is the child's, not their teacher's, responsibility.

## **Meeting teachers**

If you have a brief message to give your child's class teacher please do so before or after school. If you need to meet with your child's class teacher to discuss a matter at length please arrange a mutually convenient time to do so.

## **Concerns**

If you have a concern we would like you to tell us about it and we welcome suggestions for improving our work. Be assured that no matter what you want to tell us, our support for you and your child in the school will not be affected in any way. Please tell us of your concern as soon as possible. It is difficult for us to investigate an incident or problem which has happened some time ago.

Most concerns can be sorted out quickly by speaking to your child's class teacher. We hope we can resolve your problem informally. We will try to make sure that we understand what you feel went wrong and will do our best to help put things right. Of course this does not mean that in every case you will be satisfied with our response, but it will help us all to understand the situation. It may also help to prevent a similar problem arising again. If you are dissatisfied with a teacher's response, you can arrange to discuss the matter with the headteacher. If you wish you can take a friend or someone else with you. The headteacher will conduct a full investigation of the complaint and may interview any members of staff or pupils involved.

If your complaint hasn't been resolved a copy of our Complaints Procedure and complaints form is available on the school website. It is important that only the chair of governors receives the complaint so that an investigation by 'untainted' governors is possible.

## **Behaviour, homework and attendance policies**

Our key policies, such as behaviour, homework and attendance are on our school website.

## **Staff Development Days (SDDays)**

For five days each year the school is closed for staff development. We have an SDDay on the 3<sup>rd</sup> and 4<sup>th</sup> September so children will return to school on **Wednesday 5<sup>th</sup> September 2018**. The dates for the 3 remaining SDDays will be advised in due course.

### **Emergency Closure of the school**

Should it ever be necessary to close the school due to bad weather or for any other reason a text message will be sent to parents who have signed up to ParentMail, a message will be placed on the school website; Heart FM and BBC Wiltshire will be informed and will broadcast this information. A member of staff or a governor will inform parents who have not heard the broadcast and turn up at school of the closure. Any children arriving at school unaccompanied will be looked after while we contact you.

### **The school office**

Tracey and Hayley, our office staff, prefer parents to pop in at the beginning and end of the school day as they have many other duties and would appreciate it if you would make sure your child knows at the beginning of the day who is picking them up and what they are having for lunch. We will, of course, deal with any emergencies that may arise.

### **Money**

All money should go in the black post boxes by the school office in envelopes clearly labelled with your child's name, class, the amount of money and the purpose.

### **Telephone**

The school telephone number is 01225 742663. The telephone is staffed during office hours but not usually between 1:30pm and 2:00 pm; the answer phone is checked regularly if you leave a message.

### **Dinners**

School meals are provided by Chartwells and currently cost £2.30. They operate an online ordering service, whereby meals need to be ordered online by midnight on the Sunday one full week ahead of the week meals are requested. Meals for children in Reception, Year 1 and Year 2 are free and funded through the Universal Infant Free School Meals Grant. To order meals you first need to register with Chartwells on their website [www.wiltshireandswindon.mealselector.co.uk](http://www.wiltshireandswindon.mealselector.co.uk) The deadline for orders for the first week back, Monday 3<sup>rd</sup> September, will be midnight on **Sunday 26<sup>th</sup> August 2018**.

### **Sandwiches**

Children having a packed lunch should bring their lunch with them to school in the morning in a suitable lunch box with a secure drink container or carton. Please avoid dropping your child's lunch later in the morning as this disrupts the work of office staff.

MDSAs encourage children to eat their lunch and anything they do not eat will return home in their lunch box.

### **Water bottles**

Please provide your child with a water bottle so that they have access to a drink when they are in the classroom; this bottle can be refilled with water from the classroom taps.

### **Mid-morning milk**

If you would like your child to have lower-fat milk in school during the morning break, this can be purchased from our provider Cool Milk. Free milk will continue to be provided to all children under five and those children in receipt of statutory free school meal entitlement.

If you wish to register your child for milk, at a subsidised cost of 22p per day, please visit: <http://www.coolmilk.com/register>. Orders have to be placed and paid for by 5pm on a Tuesday

for delivery the following week. You can pay Cool Milk either online, over the phone, at a local Pay-Point or by cheque.

For children who are lactose intolerant you can request lactose-reduced milk or plain soya milk. If you want to order milk but aren't able to access the internet please speak to the school office.

### **Break time snacks**

If children would like a snack to eat at morning break time they should bring a healthy snack on Monday, Tuesday, Wednesday and Thursday. On Friday they may bring in a small snack of their choice. At the end of the information sheet is the list of snacks compiled by the children. All children in Ash, Oak and Willow classes will be given a piece of fruit or a carrot daily as part of the government's free fruit to the under sevens initiative.

### **First Aid**

If your child has a minor accident such as a bump or a graze we will treat it accordingly. If anything more serious, or a bump to the head, happens we will notify you either with an accident letter or a phone call.

### **Lost property**

All clothing should be labelled. We end each term with lots of unclaimed jumpers, coats, bags etc. Please check that labels are legible after washing. Any items of lost property that aren't labelled will be put in the big red box in the corridor near Oak Class. Any unclaimed lost property will eventually be given to charity.

### **Box Kids**

We work closely with Box Kids as our local provider of after school care. Teachers are informed of children attending the club on a weekly basis. If you would like further information on Box Kids please contact Becky Townsend on 07966 237215

### **Family Assembly**

At 9:10am on Friday mornings the whole school meets for family assembly. During this assembly certificates are given out and birthdays celebrated. Parents/grandparents are encouraged to come along whenever they wish.

Healthy Snacks	Treat
Any fruit or vegetable e.g.	Crisps
Bananas	Popcorn
Apples	Small chocolate bar
Plum	Chocolate biscuit
Pear	Cake
Orange	Chocolate raisins
Tomato	Strawberries in chocolate
Carrot	Dairy Dunkers
Radishes	Pepperoni
Olive	Milkshake
Celery	Fruit Strings
Raisins	Chocolate brownie
Fruit salad	Biscuits
Dried fruit	Jelly
Fruit Flakes	Custard/jam tart
Fruit smoothies	Mini donut
Salad	Mini pie
Yoghurt/frubes	
Cheese	
Pitta bread	
Muesli bars e.g.	
Go Bar	
Geo Bars	
Humzingers	
School Bars	
Strawberries	
Grapes	
Pineapple	
Mango	
Breadsticks	
Raspberries	
Cherries	
Cucumber	
Peas	
Apricots	
Nectarine	
Watermelon	
Avocado	
Beetroot	