



Wednesday 5th September

Dear Parents/Carers

I would like to take this opportunity to welcome you and all the children back to a new academic year at Lewannick Primary School. If you are new to our school, I wish to extend a warm welcome to you and your family on your first day – it's great to have you as part of our school community! I hope you have all had an excellent and enjoyable summer break.

I apologise in advance for the length of the first letter of this academic year, but there are many changes that I wish to update you of.

New Staff Changes

Firstly I would like to formally welcome Mr. Jacob Masters and Mrs. Jennifer Darnborough to the teaching staff. Mr. Masters will be teaching Fox Class and Mrs. Darnborough will be teaching Kilmar Class on a Thursday and Friday. Do please come and introduce yourself to these new members of staff so that they may recognise you for safeguarding purposes.

Building Changes and End/Start of the Day Procedures

A lot of building work has taken place over the summer period. Mrs. Davey and Mrs. Patterson (school secretaries) are now located in what used to be the head teacher office. A new window opening has been created so that messages and information can be passed to them with ease and if needed, a confidential space can be used within the school building. Information regarding a child having an appointment, school dinner money or any other information can be passed to them in the morning.

A new path has been created around the edge of the building that leads straight onto the playground via a locked gate. Children are now asked to wait under the covered walkway and not in the foyer area before 8.45am. From 8.45am, children will come straight down the side of the building (escorted by a member of staff on duty), drop bags in the cloakroom and then go out onto the playground. At 9am this gate will be locked for safety reasons. We ask that children arriving after 9am come straight to Reception where they can be signed in by Mrs. Davey or Mrs. Patterson.

At the End of the day, children in Kilmar class being collected by parents, will be dismissed through the same gate supervised by the member of staff teaching them. All other classes will be dismissed as per last year.

Year 5 and 6 children are allowed to walk home independently as part of promoting their independence. However, from Monday, no Year 5/6 child will be allowed to walk home without the return of a signed consent form – which is attached to this letter. This permission will run from September to July and we will presume they are allowed to walk home unless you contact us to the contrary.

All children will only be allowed to go home with a named contact that has been given to us, unless we are called by a parent/carer to advise us of an agreed alternative arrangement. This is to ensure that children are fully safeguarded at the end of the day. If we are unsure, we will ring to confirm with you and will not let the child go until we have confirmation of the collection arrangements from a named contact.

Thank you for your support and cooperation in this matter.

Parent-Staff Communication

To enable teaching staff to be fully prepared for children to be accessing engaging and exciting learning opportunities from first thing in the morning, we are asking parents to pass all information for teaching staff onto Mrs. Davey or Mrs. Patterson first thing in the morning who will ensure these messages are passed on. If you have information that you feel will be best attended to with a face to face meeting, please arrange an appointment with either of the secretaries for a time that is mutually convenient. If more convenient, staff may be able to facilitate a phone call conversation that day. If your information to pass on is of an urgent or safeguarding nature, we will of course, make sure that member of staff is available.

Thank you for your understanding and support with this.





Behaviour

Following on from working with the children and governors and staff last term, we are in the final process of updating our school behaviour systems.

We are currently looking at ways to acknowledge all children who consistently 'get it right'. Many of the children have fed back that they would like to be acknowledged and 'thanked' for their efforts. We wholeheartedly agree as a staff and there are some new and exciting ideas being developed to thank those children – watch this space!

The children were very clear in their expectations of the application of the sanction systems (red & yellow cards). They feel that up to this point, the system has not been applied consistently. Therefore, we have decided to introduce a system of three warnings (three opportunities to 'choose' to behave in the expected way) that will be followed by a yellow card if behaviour does not improve. A slip will be written as to why the card was issued and will be sent home for you to be aware of. We are hoping this will enable us all to have a supportive conversation (both at school and home) with the child around different choices and taking responsibility for their behaviour. If behaviour persists and a child receives three yellow cards in a week, they will be unable to engage in discovery learning on a Friday afternoon.

We are hoping that this 3 warnings and a card (if necessary) approach will allow the children to see a transparent and consistently applied system to supporting behaviour. It will also be used as an educative tool to support children to see that **their behaviour is their responsibility**. This will be being reviewed regularly across Term 1 by myself and governors with feedback from the children.

Homework

Currently we are reviewing homework across the school with staff and governors. A new policy clearly outlining the expectations around homework of the children and staff will be sent home shortly. This will also ensure that homework is regularly set, valued and appropriately responded to across the school consistently. It will outline what homework you can expect for the age of the child and guidance on how long to spend on the homework coupled with dates it will be set, when it will be needed to be returned and when it will be marked by.

Assessing your child

I was approached by a number of parents over the course of last term who expressed a wish to have assessment procedures clarified and have how progress and attainment judgements are justified explained. I have prepared information on this subject alongside guidance on the Governments expectations of outcomes for children at the end of each academic year. I will be offering these sessions on Wednesday 12th & 19th September from 3.30pm to 4.15pm in the school hall. We will be able to provide a crèche facility for children. No need to put names down, this is an open session for all interested to attend.

Parent Forum

Coming out at the end of the week will be dates for a series of parent forums I would like to engage in with you. These will be a further opportunity to work with you as parents and carers to further improve the school and to ensure that communication remains clear and effective. These will happen on a three weekly basis on a Wednesday morning 9.15am-10.15am.

And finally...

I appreciate there has been a lot of information to absorb through this letter. I wanted to ensure that we start the year keeping you fully aware and up to date with the developments and changes within the school. I will continue to be at Lewannick on a Monday afternoon, all day Tuesday & Wednesday and a Thursday afternoon.

As always, I am always happy to make appointments to meet with parents/carers to discuss ongoing concerns and welcome feedback.

Best wishes

Mr Fugill

Acting Executive Headteacher

