08.09.21

Dear Parents and Carers,

As promised, this second letter explains in more detail a number of other aspects of school life. We are all very much aware that school hasn’t been ‘normal’ for a while now, so we wanted to refresh ourselves with what should happen. In the meet the teacher sessions this will be explained in more detail in relation to your child’s class.

**Correction to previous letter.**

**Changes to pick up arrangements.**

Any notification to changes in pick up arrangements needs to be done by **12.30pm at the latest**. Teaching staff are only able to look at their emails at lunch time and therefore messages after this time will be missed. In an emergency we will try our best to meet your requirements.  However, it might also be helpful to have a ‘back up plan’ involving a nominated person to collect you child.

**Homework**

Children may have My Maths, reading, spellings and other activities to complete (TT Rockstars, English, Science, Topic activities). The class teacher will inform you when this needs to be handed in. The amount and content of the homework is age appropriate, so not all year groups will have access to the same activities.

**Spellings**

Year 1 to 6 - These will be put on the website weekly and test scores will be written in your child’s Learning Log. No paper copies will be sent home.

**Reading**

All children from Foundation to year 4 will have a reading record. This is to be used only to record comments about your child’s reading.

We have just invested in a new reading scheme which is linked to our phonics teaching. Books can be read online, as well as in the traditional book form. Please be patient with us whilst we set the system up. We will send you your child’s log in ASAP.

Most of the Junior children will be choosing books either from the library or the reading scheme. If your Junior child has a Rapid Phonics reading book, we will be sending home an explanatory letter.

**Library Books**

Mrs Chaplin has enjoyed spending £2,000 on library books this summer! Thanks mainly to the kind donations of parents. Infant children will be able to choose 1 book and Juniors 1 fiction and 1 non-fiction book from the school library. We are looking at ways of involving parents helping children use the school library.  All children will be able to choose library books which they then can take home to share with you. If a library book is lost your child will not be able to borrow any more books until the book is returned or paid for.

**Home learning**

On the class pages on the website, there will be 2 weeks of home learning activity should individual children need to isolate. If we find ourselves in a situation where a whole class must isolate, then this will be supplemented with a daily ½ hour teacher led zoom session.

**Damaged books**

As we have spent a great deal of money on new books for the reading scheme and the library, any books that are returned damaged or lost will incur a minimum cost of £5.00.

**School Curriculum**

The website now contains a curriculum area where you can review what your child is learning in each year group under each subject heading.

**Medicines in school**

Any child needing any medicine in school must have a completed form outlining the dosage and need for the medicine.

We will not administer any medicines in school other than insulin, EpiPen, Calpol in exceptional circumstances (following an injury, or long-term illness) and supervise the use of inhalers.

Any antibiotics or other medicines needed in the school day will have to be administered by a parent or an adult nominated by the parent (not a member of school staff).

**Communicating with your child’s teacher**

Please email the school office and it will be forwarded to your child teacher. Any telephone message will also be passed on.

If you wish to talk to your child’s teacher, please arrange an after-school meeting through the school office.

Staff do not regularly check school bags, so notes should be handed by the child to the teacher or delivered to the school office.

Messages about changes to pick up must be received in school by 12.30pm. We can not guarantee that any messages after this time can be acted upon. If it is an emergency arrangement, then we will try our best.

Please remember that class teachers are only able to check their emails at lunch time and at the end of the school day. In addition, we have no administrative staff on the Junior site on a Monday and Friday; and the phone may not be answered after 4pm. If you need to contact the school urgently after 4pm, please email Mrs Price ([head@cds.school](mailto:head@cds.school)) or Mr Jackson ([rjackson@cds.school](mailto:rjackson@cds.school)) .

**Staff (as of 1.9.21)**

|  |  |
| --- | --- |
| Infant staff | Junior staff |
| Office- Mrs Allder  Lunch- Rachel Sampson  Owls- Miss Roberts, Miss Davis  Foundation- Mrs Harvey, Miss Roberts  Year 1- Miss Holdford, Miss Davis  Year 2- Mr Mackriell, Mrs Humphreys  Mrs Price will be based on the Infant site with 1-2 days a week on the Junior site | Bursar- Mrs Carr  Lunch- Tina Burnham, Ali Hadley  Owls- Mrs Clements, Mr Chaplin  Year 3- Mrs Brogan, Mr Jackson, Mr Chaplin  Year 4- Mrs Chaplin, Mrs Clements  Year 5- Mrs Reed, Ms Kelly, Mrs Slade  Year 6- Mrs Bowman, Mrs Clark  Mr Jackson will be based on the Junior site |
| Additional staff working across both sites: SENDCO- Mrs Roberts, cover teacher- Mrs Forster | |

**Clubs**

We will be running Owls on both sites, and this is available to all children.

We hope to send out a programme of after school clubs by Friday 10th September. We are hoping to offer Tennis, Dance on a Friday lunch time on both sites and Netball and Football on the Juniors. School run after school clubs will be £5 per child per session, for an hour.

Foundation children will be able to join after school clubs from January and they are able to join Night Owls from 13th September.

Yours

Mrs K Price