



August 2018

Dear Parents/Carers,

Welcome to the start of a new academic year at Stratford-Upon-Avon Primary and we all hope you have had a super holiday all together and are raring to go. We ended the year with some excellent academic results after a full on year of an inspiring curriculum. We are looking forward to even more successes this next year. A huge welcome to all our new children in Reception and across the school and their families; we hope you have a wonderful time at Stratford and embrace everything we have to offer. We welcome Mr Moss officially as Year 4 teacher and also Mr Gardner as a 1-1 teaching assistant and sports/forest school coach. Miss O'Connell is now known as Mrs Abernethy.

The purpose of this letter is to give you some information and helpful reminders of the day to day running of the school. We will soon be sending out key dates for the year as well so you can update your calendars and diaries. The dates will only change under extreme circumstances. All key information can be found on our website [www.stratfordprimary.co.uk](http://www.stratfordprimary.co.uk) which is regularly updated.

### School Uniform

Thank you for maintaining our high standards for uniform. Please make sure that you purchase from our school shop suppliers. Our School Outfitters are: Alcester NSC, 3-4 Bulls Head Yard, Alcester, Warks. Tel: 01789 400344 [www.alcestersnc.co.uk](http://www.alcestersnc.co.uk). Orders are accepted by telephone or online and are delivered to school on Wednesdays

Our school colours are gold, navy and grey. **Please don't purchase lemon or pale yellow.** Please also make sure that everything is clearly labelled with your child's name so that lost property is easily identified.

Our Uniform for All
Gold Polo Shirt with school logo
Navy Sweatshirt with school logo or navy cardigan with school logo
Navy Skirt/Pinafore Dress or Charcoal Grey Long Trousers/Shorts
Navy Socks or Grey socks/tights
Black Flat Shoes (no open-toed shoes, high ankle or trainers) Wellies for The Paddock
Summer Uniform (optional): Blue gingham checked dress, white socks.
<b>P E Kit:</b> A pair of plimsolls or trainers, these are best kept in a shoe bag marked with your child's name on your child's peg or in their school locker. A pair of navy shorts and a gold T-shirt with the school logo Navy tracksuit bottoms/navy sweatshirt/fleece for Autumn/Winter weather.
<b>Please note:</b> Outdoor coats/jackets preferably navy or black Book Bags (R/KS1) may be purchased from the school office at a cost of £5.00 Hair Accessories must be blue/navy or gold/yellow/Long hair must be tied back Nail varnish and make up is not allowed. Stud earrings only to be worn.



### School Staff

A full list of our school staff and their responsibilities can be found on our website and in our new handbook which will be available in September. Remember we have an open door policy and are always happy to talk to you about your concerns and also good news.

### Safeguarding

Mrs Humphriss is Designated Safeguarding Lead and Mrs Abernethy and Mrs Ingate are Deputy Safeguarding Leads. We all have a duty to safeguard and promote the welfare of children. If you have any concerns please don't hesitate to speak to us.

### Start/End of School Day

**We have moved the scooter/bike racks to the playground behind our football goal. Please make sure that scooters/bikes are not left at the front but are secured in the playground.**

At 8.40am a member of staff will open our main gate. KS2 children will stay in the first playground and Reception and KS1 children walk round to the playground at the rear of the building. Children should not play on equipment in the mornings. At 8.45am the doors to the school are opened. Children may enter the school. At 8.55am all doors to the school are locked and a member of staff will ensure that all parents/carers have left the school site via the main gate. This gate will then be locked. Please help us by leaving the playgrounds as soon as you have said goodbye to your child. Any messages please come round to the school office where our friendly office staff will be happy to chat to you.

Please ensure your child arrives at school on time. It can be very difficult for children who come into school late and upset them. They may miss vital messages or feel out of routine.

**Please note our new finishing times.**

**3.20pm** - Children in Reception will be dismissed from their classrooms. The class teacher will stand at the door of the classroom and call the children when they see you. Please don't crowd around the doors but stand back and give the teacher a wave to let them know you are there. If you wish to talk to the teacher about something please wait until they have dismissed all of the children. Children in Year One are dismissed from the blue door in the rear playground. Year Two from the door between Reception and Year One.

**3.25pm** - Years 3 – 6 will be walked out to the front playground and will line up with their class teacher. Parents/Carers should wait at the edges of the playground. Please do not come up to the line. The teacher will dismiss the children one at a time from the line when they see you. As above give the teacher a wave and they will send your child to you.

Please note the gate to the car park is for exit only at the end of the day and only a member of staff can open it. If it is not open please walk on the path around the school.

**Parking** – please think carefully about where you park your car and respect our community. Please do not park directly in front of any of the school gates as this obstructs the entrance/exit or on the Keep Clear Lines. Don't leave your engine running. The car park is for school staff only.



## **Behaviour and House Teams**

There are many ways in which your child can be rewarded for good learning and being respectful of others – star points, certificates, praise, house points, extra playtime, postcards home to let you know how pleased we are, to name just a few. Every Friday we celebrate achievements with the whole school. A child from each year group is chosen to receive an achievement certificate for demonstrating a good attitude to learning and to share their learning with everybody. The house captains will also choose one child from each house for a Respect certificate. (This is our ONE SCHOOL RULE.)

**Assemblies** – We have also changed timings of our assemblies. Friday celebration will now be at **9.05am NOT 3.00pm**. Entry to this assembly is by invitation only. If your child is receiving an award you will receive an email on Thursday to let you know. We recognise that for some people this is not always convenient. We are very sorry but we cannot postpone the giving of the award if you cannot make it. Please sign in the front office and wait by the outside double doors to the hall where a member of staff will invite you in.

Children are awarded many stars for excellent learning behaviour and consistent effort. Children collect their stars in their 'Star Cards'. Each card holds a hundred stars. When the cards are completed they bring them to the Head to receive their next card. In an achievement assembly they will receive a certificate for a completed card.

From the moment children start at our school they join a house team. The teams are Shakespeare (Yellow), Hathaway (Blue), Hall (Green) and Arden (Red). These are led by our house captains who are elected each year from Year 6. They are supported by vice captains. This team works closely with Mrs Humphriss to monitor behaviour and support the children in their team. Every now and again we will have house team days to foster team-spirit.

Our one school rule is '**RESPECT**'. We expect all of the children in school to follow this rule and show good manners and excellent attitude to learning. Please support us by reminding your children of this rule. We promote positive behaviour management; however there will be times when sanctions need to be put into place. Our behaviour policy can be read via our school website.

## **PE and other areas of the curriculum**

PE kit should be in school all week. If your child has ear-rings please ensure they are able to remove them or have tape to put over them as they are not allowed to wear them for sports because of Health and Safety requirements. Long hair should also be tied back.

Timetables for each class will be sent home and be available on the website so that you can see when your children have specific lessons/learning. The timetable is not set in stone and is subject to change. We also upload medium term plans and websites/advice to help you.

## **Homework**

Homework is not a compulsory part of education and the government provide guidelines only with regards to the amount and type of homework. Ideally children should be going home to relax, have fun and enjoy spending time with their family. The homework set at our school is designed so that children have an opportunity to research, design, reflect on areas they have learnt and enjoy



practical activities. It is not marked in the same depth as classroom work but teachers will acknowledge it and celebrate it. Examples to help you will be on our website each week. Last term we formed a homework working party and our homework has been revamped. Children will no longer have to complete DEPTH homework. Instead we will hold voluntary half termly competitions relating to different subjects. Your choice if you wish to enter.

The homework is as follows for each year group:

Reception	Phonics learning developing into reading Activities linked to Early Learning Goals Miss Gill will provide further information
Years One and Two	<b>Reading</b> – at least 3 times a week. The children will have an achievement chart in their reading diary to complete. <b>English/Maths</b> – alternate weeks English grid will have different activities (5) to complete over half term. There will be a joker box where children can decide their homework e.g. make a cake and upload a photo, visit somewhere, interview a relative. Plus they will have a word of the week to explore. Maths – 10 questions to answer – this will be marked in class.
Years Three, Four and Five	<b>Reading</b> – at least 3 times a week. The children will have an achievement chart in their reading diary to complete. <b>English</b> – every week. A grid will have different activities (5) to complete over half term. There will be a joker box where children can decide their homework e.g. make a cake and upload a photo, visit somewhere, interview a relative. Plus reading questions to develop comprehension <b>Maths</b> – every week but will alternate between 10 questions to answer – this will be marked in class and mathematics/maths sheet to complete.
Year Six	Mrs McCormack will provide weekly homework relating to Statutory Assessments.

#### Attendance, medicines, lunches and after school clubs.

Thank you for continuing to support our attendance target. It is 97%. Each class aims for the highest attendance each week. They then get to keep Desmond the Dragon for the week if they win. We recognise that illness cannot be avoided. If your child has a headache/stomach ache please send them in and we will monitor them. If they are genuinely unwell we would not hesitate to send them



home to you. Please remember that if your child has sickness or diarrhoea they should not return to school until they have had a suitable clear episode.

Holidays should be taken during school holiday periods only. Please think carefully about asking for leave. Only in exceptional circumstances can leave be granted during school term time. It is Mrs Humphriss' decision as to what constitutes 'exceptional.' Forms must be obtained from the school office and an interview with Mrs Humphriss must be made to discuss the reason. You should ensure that a request is made 6 weeks before leave is required. Do not make travel arrangements until you have received authorisation. All children are required by law to attend school. If it is not a valid reason then the absence will be recorded as unauthorized and may lead to a fixed term penalty notice. Please try to arrange doctor or dental appointments outside of school hours.

If your child has been prescribed medication by the doctor then you must bring it to the school office and fill in a form giving us permission to administer it. Please note that only prescribed medication with your child's name on will be accepted. We are not obliged to administer medication. Please don't give your child throat sweets or medication to keep in their bag – another child may not know they are medicated and take them and they could be allergic. If your child has an inhaler it should be sent into school in the original box it came in with the doctor's label on it, your child's name and the expiration date. **ALL MEDICATION MUST BE GIVEN TO THE SCHOOL OFFICE.**

Just a reminder that we do have children with nut allergies in school so products with nuts in cannot be in school - please make sure that you check lunch boxes carefully. Thank you.

### **WE ARE A NUT-FREE SCHOOL.**

Please try to make lunchboxes as healthy as possible. Chocolate bars should not be part of lunchboxes. They should also only have water in their lunch bags not juice or fizzy drinks. Water is provided on the tables.

We have very good school lunches and a wide choice is available. We have examples on our website of healthy options.

We will be offering our usual varied mix of after school clubs and these will begin the week beginning Monday 10th September 2018. The club list will be sent home soon. We are grateful to our staff for volunteering to run these clubs. When children sign up to them they should realise that this is a commitment and remain within the club for the time it runs.

### **Friends of Stratford Primary School**

Every parent/carer is automatically a member of The Friends of Stratford Primary (FOSP). They play a vital part in ensuring the children and parents have fun, participate in social activities and raise funds for the school. We are grateful for everything they do for us. They have a new noticeboard at the entrance to the school. Please also check out the website. Their AGM is on Tuesday 25<sup>th</sup> September at 7.30pm. Please come along and offer your services to help.





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### **Communication**

It is important to us that we try and communicate with you effectively. Every week we write a newsletter which can be emailed out to you or given as a paper copy. Please let the office know what you prefer. It is also on our website. We have a communication board at the front of the school for helpful reminders. We email out information regularly. Our website is kept up to date as is our twitter feed. If you haven't signed up to follow us yet please do so @stratfordprim. We do our very best to give you notification of events but sometimes other organisations only inform us of things at the last minute and we want to give the children opportunities so we apologise now if sometimes things change or appear rushed. We are more than happy for you to pop in and see us.

### **Volunteers**

We would love it if you are able to help us in school either in the classroom or on a school trip or with odd jobs. Any help is gratefully received. If you would like to volunteer to help in school on a regular basis you would have to have DBS clearance. Mrs Chisholm in the school office can sort this for you. We are keen to ensure that our school gardens remain a feature. If you have anytime at all please come in and weed, water, tidy. It will be much appreciated.

Finally please make sure that we have all up to date contact details for you. Pop into the school office to check we have the right details for you. It is vital that we are able to get hold of you in an emergency.

Please make sure you contact me if you wish to share anything or are concerned. I am always available most mornings or pop in the office to make an appointment. Often a quick chat can allay many fears. I have always endeavoured to be around to say goodbye to the children at the end of each day and will from time to time be on the gate in the morning. I am looking forward to another exciting term ahead and of course Christmas.

Kind regards,  
Mrs G Humphriss  
Head Teacher

