



St Mary's C of E Primary School, Timsbury

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www.stmarystimsbury.co.uk

7th September 2018

Dear Families and Friends of St Mary's

I hope you all had a fantastic summer break and feel refreshed, energised and ready for the year ahead. It was lovely to see all the children back in school this week, looking smart and working hard in their new classes; and great to see so many of you supporting the Tour of Britain with us. The two winners of **Bling Your Bike/Scooter** will be announced on Monday; it was such a difficult decision to make. Thank you.

If you and your children are new to St Mary's, we extend a particularly warm welcome to you and hope that you all settle in quickly. We also give a warm welcome to Miss Humphries, Miss Riddell and Mrs Daone who have joined the teaching team.

With best wishes for the year ahead,

Miss Brown and the Staff Team



Congratulations to Mrs Brewer on the safe arrival of your baby boy. We hope you are getting some sleep!

I would like to take this opportunity to remind you of the school's policy regarding **digital images**. Parents are permitted to take photographs of their own children so long as this is for personal family use. **We respectfully request that you do not upload such images onto social media for safeguarding reasons.** Please respect this request and ensure that family friends and relatives that may attend school events are made aware of this policy too.

Despite this frequent and polite request, it has been worrying to learn that some adults have been recording sections of AWARDS and then posting this on Facebook; and also posting photos of the AWARDS nomination screen (which names children) when the children are stood in front of it.

In response, we will now need to redesign our AWARDS assembly to keep children safe.

SAFEGUARDING CHILDREN IS EVERYONE'S RESPONSIBILITY.

We are not aiming to be difficult or stop families capturing special moments to share privately.

Social media is not a private platform.

Please respect the requests that are made - in the interests of our children.

Secondary Open Evenings

For those families who need to be thinking about which secondary school to choose, please note the following open evening dates. You should have already have received your *personalised* application letter from Bath and North East Somerset.

13 th September	Norton Hill	20th September	Writhlington	27th September	Somervale
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VALUES

Our focus values for Collective Worship this academic year are:

Term 1	Responsibility
Term 2	Perseverance
Term 3	Humility
Term 4	Respect and Reverence
Term 5	Compassion
Term 6	Trust

During the year classes will have the opportunity to lead Worship; parents of children from that class are warmly invited to join us on those occasions. Dates are notified via the Newsletter.

THURSDAY 4th OCTOBER

WHOLE SCHOOL SPECIAL MEAL DAY

We would like to encourage everyone to try a school dinner on this day, even if they do not usually have one. This is at no cost to families in KS1 or those registered as eligible for Free School Meals.

Our level of school funding varies according to the numbers of children in KS1 who are booked in for a dinner on that day, so if all children in Ducklings, Rabbits and Badgers could be booked in, that would be incredibly helpful to us. Your support with this is very welcome.

The menu will be confirmed via parentmail/Dolce in due course.

Data Collection Sheet

You should receive a copy of your child's Data Collection Sheet today. Please take the time to look at this carefully and add in any missing information. Please clearly mark any changes and return it to the school office by Friday 14th September.

Thank you.

GDPR Privacy Notice September 2018

We have updated our Privacy Notices in line with the GDPR requirements that came into force recently. The privacy notice that relates to pupils will come home today. There is a section that you need to complete please, before returning it to us.

What is a Privacy Notice?

It explains what information the school collects and processes and the legal basis for doing so.

The Autumn Term **Parents' Evening** will be held on

Tuesday 16th October: 3.30-5.45pm

Thursday 18th October: 3.30-7pm

A separate letter with details of how to book an appointment will follow closer to the time. In the meantime, if you have any concerns about how your child is settling in and need to speak to the class teacher before then, please do not hesitate to do so. The best way to do this is to telephone, request an appointment, write a note in the pink contact book, or catch them at the end of the school day to arrange a mutually convenient time.

Attendance Policy

Parents can find a full version of our Attendance Policy on our school website; however it seems sensible to start the year with a few reminders; and to make it clear to all when penalty notices could be issued.

Absence Procedures and Lateness

If a child is absent the parent/carer must contact the school office before 9.20 a.m. on each day of absence. Class teachers record absent children by marking the register with an “N” code. If the school administrator is aware of the reason for absence, the code can be changed to reflect the relevant reason. If the reason is not known, the code will remain as “N” for a maximum of ten days, during which time we will send home a reminder slip to ask you about the absence. If, after ten days, you have not provided this reason this code will be changed to an “O” (Unauthorised Absence).

School doors open at 8.45am but the day officially starts at 8.55 a.m. and we expect our children to be in school before the bell rings. Registers are taken once in class and are all marked by 9a.m.

If a child arrives in school after 8.55am they will need to enter school via the main. A late mark (L) will be recorded for these children up until 9.05am. **If a child arrives after 9.05am they will need to be signed in at the office by the adult bringing them to school** and we will record a U mark in the electronic register. This shows the child is on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that the child’s parent/s could face the possibility of a Penalty Notice if the problem persists.

Holidays and Penalty Notices

Head teachers may not grant any leave of absence during term time, including for family holidays, unless there are exceptional circumstances such as a death or significant trauma in the family. If parents or carers wish to make a request for authorisation of a term time absence because they feel it is an exceptional circumstance, they are asked to complete and submit a **Leave of Absence Request Form** in advance, stating the reason why they need to take their child out of school. Even where exceptional circumstances do exist, the school may decide not to exercise its discretion to authorise leave. Should any request for absence be refused the absence will be recorded as unauthorised in the school register. On returning from this absence, no matter what the length of that period of unauthorised leave, parents/carers will receive a standard notification letter outlining the circumstances under which they may be liable for a penalty notice. **A penalty notice will be requested should there be any further unauthorised absence during the child’s time at St Mary’s.** Families who persistently take their children out of school for reasons that have not been authorised will be referred to the CMES.

Penalty notices will usually be issued where a pupil has 10 or more unauthorised absences (which is equivalent to 5 days) in the 100 sessions prior to the request for a penalty notice to be issued. A penalty notice may also be issued for a first offence. This could be where the unauthorised absence was for an extended period and/or condoned by the parent. An example of this would be instances of unauthorised absence such as holidays taken during term time without the schools permission.

A note about safeguarding

If you ever have any concerns regarding the safety and wellbeing of our pupils please contact the school to speak to **Miss Alice Brown** (Designated Safeguarding Lead). In her absence, please speak to **Mrs Purnell or Mr Finlay** (Deputy DSLs). The safety of our young people is the responsibility of us all.

Parent and Visitor Conduct Policy

A full version of this policy can be found on our website. The key expectations are:

- 1 Adults set a good example to children at all times, showing them how to get along with all members of the school and the wider community.
- 2 Parents wishing to discuss an issue with a member of staff (other than passing on a routine message) should arrange a mutually convenient appointment via the school office, indicating the nature of the concern. It is not generally appropriate to demand an immediate response from a specific member of staff. Agreed meetings would normally be held within ten working days.
- 3 No members of staff, parents or children will experience abusive behaviour or threats from other adults on the school premises or via social network sites.
- 4 Physical aggression, intimidating and threatening behaviour, offensive language, prejudiced behaviours, abusive or threatening written communication to/about staff, governors and other users of the school premises - will not be tolerated. Such behaviours may result in the Police being informed and in withdrawal of permission to be on school premises.
- 5 Inappropriate use of social media – for example to defame, complain or campaign against the school, staff or other parents/pupils – may also result in the Police being informed and in withdrawal of permission to be on school premises
- 6 Incidents of rudeness will be logged and shared with the Chair of Governors.

You can also find our “Communication Protocol” on the school website, which outlines the process to follow if you have concerns to share.

CHANGE TO FIRST AID PROCEDURES

In an effort to improve communication about minor bumps (and reduce paper wastage) we will no longer send home a letter for every **minor** injury/scrape that your child may have during their active playtimes. Your child will still have first aid (on the playground), and be given a notification sticker instead of a paper letter – hopefully this is more likely to remain attached to your child. Anything that requires more comprehensive first aid will still be managed at the designated First Aid Station. We will continue to notify you of **ANY** bumped head incidents by telephone and also direct you to a website where you can find advice on how to manage this.

DIARY DATES 2017-2018

Thursday 13 th September	Norton Hill Open Evening
Thursday 20 th September	Writhlington Open Evening
Monday 24 th September	Eagles depart for RESIDENTIAL – return Friday
Thursday 27 th September	Somervale Open Evening
Thursday 4 th October	Special Meal Day We would like all children in EYFS, Year 1 and Year 2 to have a school dinner today if at all possible please. Thank you.
Thursday 4 th and Friday 5 th October	Otters class RESIDENTIAL
Thursday 11 th October	Badgers (y2) and Bees (y3) lead School Harvest Festival at St Mary's Church (Y1-6). 9.20am.
Tuesday 16 th October	Parent Consultation Meetings 3.30-5.45pm
Thursday 18 th October	Parent Consultation Meetings 3.30-7pm
Friday 19 th October	Term 1 AWARDS. 9.05am – all welcome. Please use Crèche for non-school age siblings
Tuesday 23 rd October	Lions Lead collective worship – Y5 parents welcome 9.05am
Thursday 25 th October	Term 1 Ends
Friday 26 th October	INSET DAY 2 – SCHOOL CLOSED TO PUPILS
OCTOBER BREAK	
Monday 5 th November	Term 2 starts
Tuesday 6 th November	Otters begin Swimming Lessons
Thursday 29 th November	Otters Lead collective worship – Y4 parents welcome 9.05am
Sunday 2 nd December	Year 5/6 Royal Albert Hall Trip
Thursday 13 th December	Ducklings (EYFS) and Rabbits (Y1) - Nativity
Wednesday 19 th December	Term 2 AWARDS. 9.05am – all welcome. Please use Crèche for non-school age siblings.
Friday 21 st December	Term 2 ends at 2pm

TERM DATES 2018-2019

*** One INSET day still to be set ***

	INSET DAYS (School Closed to Pupils)	Start for pupils	Finish for pupils
Term 1	Monday 3 rd September Friday 26 th October	Tuesday 4 th September 2018	Thursday 25 th October 2018
Term 2		Monday 5 th November 2018	Friday 21 st December 2018
Term 3		Monday 7 th January 2019	Friday 15 th February 2019
Term 4	Monday 25 th February	Tuesday 26 th February 2019	Friday 5 th April 2019
Term 5		Tuesday 23 rd April 2019	Friday 24 th May 2019
Term 6	Friday 28 th June	Monday 3 rd June 2019	Tuesday 23 rd July

Raise Money for the PTA just by shopping online!

Users of Easyfundraising have raised £1200 for the PTA so far.
Can you help get us to £1500 before Christmas? It doesn't cost
you ANYTHING extra – and just involves a few extra clicks!



The website: <http://www.easyfundraising.org.uk>

How?

Click on the Green "Support a Good Cause"; type in Timsbury in the search box; chose St Mary's Primary (at the bottom of the list); Click 'Find' then "Support this Cause". This takes you to a registration page. When you then access online shopping sites via EasyFundraising to make a purchase, the PTA receive a donation. It doesn't cost you a penny more, your purchase details are not shared with anyone, and the PTA receives a monthly donation to spend in school on children!