

The school Layby

Please can we remind parents/carers to use the full length of the layby when dropping children off in the morning. Please do not drop children at the end of the layby where you turn into it. It causes congestion along the road and is also a hazard for children and other pedestrians. Please drive along the lay by and drop children before you pull out onto the road again.

Nursery drop off

The layby is available to Nursery parents to park in, no earlier than 8.50am. If you need to park earlier please park elsewhere.



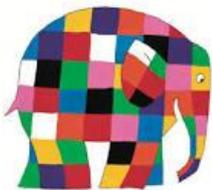
Year 3 & 4 Swimming payments

Please remember to pay your contribution towards the cost of swimming for this term via Parent Pay.



Manor Adventure 17th – 19th June

Please remember to pay the balance via parent pay before the trip.



Elmer's Pre-school Nursery September 2022 intake



Will your child be 3 on or before 31st August 2022?

Applications for places at our Elmer's Pre-school nursery can be found on our website, alternatively please contact Mrs Jones (Nursery Administrator) at nursery@bewdleyprimary.worcs.sch.uk who can provide you with a copy.

Deadline for applications is 25th April 2022.

More information about our Elmer's Pre-school nursery can be found on our website.

www.bewdleyprimary.co.uk

Communication

We have been reviewing our communication systems and hopefully our new email system is working well – further developments to provide additional information using this system is planned so look out for news of this. Could we please ask that you use the procedures and systems in place when contacting the school as sometimes teachers are receiving a vast quantity of emails which can become unmanageable when they are trying to plan, teach, assess and do all the other essential roles of a teacher.

Here is some guidance on how to get into contact for different reasons:

Absence

If possible:

- Use the dedicated answer phone message system as early as you can in the day and please give as many details as possible so that we do not have to call back to clarify.

If further information is needed:

- Call/Email the school office

Health Update

- Call/Email the school office

Special Requests (e.g. your child is fit for school but can't do specific activities)

- Call/Email the school office

School Dinners

- Call the school office before 9:00 am to make changes or request a meal – please note this may not be possible

Information about an incident that you believe has happened in school

*Please note that this should be used **only** if there are significant concerns – please trust that we will manage incidents in line with our First Aid Policy/Behaviour Policy/Bullying Policy etc. and will contact you if we believe the incident is significant enough to do so. Incidents happen on a daily basis and are always managed but we are not able to communicate everything to every parent each time. We will do so if the incident is significant or is part of ongoing concerns.*

- Speak to the class teacher via email/on the door or request a call back by calling the office – *please note that it may not be possible for a teacher to call you back if they are teaching through the day but will make contact as soon as they are able*
- If you are unhappy with the response of the class teacher to the incident please contact the Phase Leader (by email or requesting a call back by calling the office).

Phase Leaders

Mrs. Haynes – Early Years – jhaynes@bewdleyprimary.worcs.sch.uk

Mr. Pritchard – Key Stage 1 (Years 1/2) – wpritchard@bewdleyprimary.worcs.sch.uk

Mrs. Hares – Lower Key Stage 2 (Years 3/4) – mhares@bewdleyprimary.worcs.sch.uk

Miss. Bradley – Upper Key Stage 2 (Years 5/6) – abradley@bewdleyprimary.worcs.sch.uk

- If you do not feel that your concerns have been met by the Phase Leader please contact Mrs. Woakes via email or call the school office
- If you are still concerned that policy and procedures have not been followed please follow guidance in the Complaints Policy on the school website.

Queries about your child's learning

As above

- If concerns are in regard to a child with SEND needs and you have had initial communication with the class teacher please make contact with Mrs. Bennett (SENDCo)

Passing on Information (e.g. change in person collecting/child had a difficult night/cancellation of after school club etc.)

- **Contact the school office (telephone or email)**
Please note emails to teachers may not be picked up before school starts so the office is the best place to send information to)
In the case of Rascals – please email using the Rascals email address

Please keep email addresses and telephone numbers updated so we can always contact you if needed.

The door/gate in the morning is not suitable for lengthy discussions or sensitive ones as we want to meet and greet all pupils as they come in. Please arrange a meeting if a longer conversation is needed.

Please look at the website for answers to questions like 'Is it non-uniform day?'

If we feel that the level of communication is unmanageable we may need to refer to the:

Policy for dealing with persistent or vexatious complaints / harassment in schools

on the school website.

We want to ensure that the maximum amount of teacher time is spent planning and delivering high quality learning opportunities. We have nearly 500 children in the school and every one of them (and their parents/carers) are important to us – we need to ensure that everyone has the same dedicated time and care given. Thank you for your help with this.