

Chapmanslade

Church of England Voluntary Aided Primary School

Monday 13th November 2023

Dear Parents,

I am writing to you to clarify several school protocols and notify you of important updates. This is information that I would usually share via our school newsletter, but I am aware that not all families have been receiving these. Please familiarise yourselves with the information below and do not hesitate to get in touch if there is anything you are unsure of.

Letters Home - Parentmail

The vast majority of our communication now comes via Parentmail. This includes club letters/booking and trip information via the *Forms* feature. We are sending a hard copy of this letter so that all parents are informed of the importance of Parentmail.

Please do ensure we have your correct details for Parentmail, and pop into the office if you are experiencing issues or aren't receiving communication.

It is your responsibility to keep up to date with information from school so that pupils and families do not miss out. *We are able to send paper copies home if you are unable to receive Parentmail communication, but you must inform the school office that this is required.*

Attendance

Attendance is becoming a more of a concern in general (at our school and across Wiltshire). As mentioned in recent newsletters, we will be writing to parents soon as part of our updated attendance practices in line with new guidance from Wiltshire and the DfE. We are awaiting for our updated Attendance Policy to be agreed before sending communication.

It is parents' legal responsibility to ensure their child/children are attending school regularly.

Below are some facts about attendance:

Research suggests that a pupil who misses 17 days of school a year will drop 1 GCSE grade in attainment (DfE).

- *95% attendance equates to half a day off every two weeks for a whole year*
- *90% attendance equates to a day off every two weeks for a whole year*
- *85% attendance equates to one and a half days off every two weeks for a whole year*
- *80% attendance equates to one whole day off every week for a whole year*
- *A secondary age pupil whose attendance is 80% will have missed ONE WHOLE YEAR of education by the time they leave school.*

Arrival Time

The school gate closes at 8:50am – this is when registers are taken and lessons begin.

Unfortunately, we are noticing a pattern of pupils arriving to school later over the past few weeks. On two occasions last week, over 10% of pupils arrived late. This places significant strain on us as a small school.

We understand that pupils are occasionally late and that sometimes there are circumstances outside of parents' control. We also appreciate challenges around parking outside of school. Governors and I

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Headteacher: Mr Robert Cottrell

continue to invest time working with the community to find a solution and to make journeys to school safer. Solutions from recent Travel Plan will soon be available for consultation. Where possible, please do 'drop and go' to help free up parking if driving. The school driveway is not accessible to cars after 8:30am, and the main school gate opens at 8:40am.

Thank you to parents who regularly get pupils to school on time, and thank you to parents who I have spoken to recently who have improved this.

Please remember that Busy Bees Pre-School offers wraparound care for our school; they open at 8am – 5pm. Get in touch with them by emailing busybeespre-school@hotmail.co.uk if this may help you in the mornings.

School Access

Following the recent changes to gates and fencing, please access the school office or main gate (at the top of the driveway) via the newly adapted access – up the steps on the front playground.

Please do not use the slope on the main driveway to access school. This is for safety reasons – vehicles access our site throughout the school day (excluding pick-up and drop-off times). The main driveway slope is also steep, and there have been several accidents in the past where people have slipped. As we approach colder and wetter weather, this is more of a hazard.

Please also inform anyone else dropping off/picking up pupils of the requirement to use the adapted entrance.

Opening Hours

Due to the nature of being a small school, the school office is generally manned from 8am – 3:30pm each day in term time. Emails and phone calls out of these hours are generally not picked up. You are able to leave a phone message out of these hours (or email), but there is no guarantee that it will be picked up until these hours.

The wider site can generally be accessed from 8:30am-4:15pm, with the main gates being opened at 8:40am and 3:15pm. Any arrival after 8:50am or pick up after 3:25pm is noted as late.

Staffing

You may have spotted a new face in school this term. Following a trial period, Mrs Latham joins us as a teaching assistant on a temporary basis from a supply agency as we try to recruit.

Additional support is to help us meet the needs of all of our pupils and deliver regular intervention, following a rise in the percentage of pupils with special educational needs at our school. We currently have 20% of pupils with an additional need at our school (the figure for national average is around 15%). You may have read in a recent newsletter that we have re-structured teaching assistants from a class-based model to a support-based model to help with this.

Thank you in advance for your continued co-operation in these matters,

Yours sincerely,



Mr Cottrell

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