Dear Parents,

Welcome back after the summer holiday. I hope that you managed to have some quality family time together. I would like to extend a special welcome to our new parents and children; I hope you find Potters Green to be a welcoming and friendly school, which values your support and encourages the children to make good progress in their academic and personal development.

It was lovely to welcome the children back to school last week. The staff have reported how pleased they are with how well the children have settled in. Children in the Reception classes started today, and Nursery start next week. I am sure all will settle into school life quickly and will make new friends in no time at all.

At the start of a new school year, there are a number of important announcements and reminders, so please take the time to read this letter carefully, and store it in a safe place for future reference. For ease of reference, letters are also published on our school website.

Staff Information
We have five new members of staff to introduce to you this term:
• Mr. Jaz Hayer – Year 6 Teacher
• Miss Kirsten Weaver – Year 3 Teacher
• Mrs. Abigail Nowosad – Year 2 Teacher
• Miss Harpreet Ghata-Aura – Year 1 Teacher
• Miss Katie Ford – Reception Teacher

I am delighted to welcome them all to Potters Green and I am sure you will join me in welcoming them to our school family.

We also have another ‘new’ member of staff this term as Miss Nunnerley got married during the summer, and is now Mrs. Fox. Congratulations!

Home-School Links
It is always our aim to resolve any concerns quickly and effectively, and the start of the year provides a good opportunity to remind you of the procedures we have in school for parents to contact staff.

Your child’s class teacher is the first person to contact if you have a routine concern or query about their learning or development. Teachers are usually available to speak to parents at the end of the school day, and will always listen and aim to address your concern. If they feel the issue is something they are unable to resolve, they will refer it on to a senior member of staff, who will contact you. If, after speaking to your child’s teacher your concern continues, you should then speak to the Phase Leader for the year group your child is in. Phase Leaders have responsibility for the learning and behaviour of all the children in the phase they lead and are organised as follows:

<table>
<thead>
<tr>
<th>Year Group</th>
<th>Classes</th>
<th>Phase Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery and Reception</td>
<td>F1, F2, F3, F4</td>
<td>Miss Ivers</td>
</tr>
<tr>
<td>Years 1 and 2</td>
<td>L1, L2, L3, L4</td>
<td>Mrs. Murray</td>
</tr>
<tr>
<td>Years 3 and 4</td>
<td>M1, M2, M3, M4</td>
<td>Mrs. Marriott</td>
</tr>
<tr>
<td>Years 5 and 6</td>
<td>H1, H2, H3, H4</td>
<td>Ms Nicklin</td>
</tr>
</tbody>
</table>
If the Phase Leader feels they cannot deal with the issue, they will refer it on to a senior member of staff. If, having spoken to the Phase Leader, your concern still exists, you should contact Miss Clarke (Deputy Head Teacher) or myself. If neither of us is available, please ask to speak to Mrs. Ashworth (Assistant Head).

If your child has a Special Educational Need, Mrs. Dickson, our Inclusion Leader will be able to help you. We also have an excellent team of Learning Mentors, led by Mrs. Smith, who can provide support to children and families.

Promoting Children’s Attendance at School
As you will know, attendance has always been a priority for us. Last year, our school attendance was better than in recent years. Thank you for working with us to achieve this. This year, it is important that we maintain this standard. Our target for the year remains at 97%. Please support us in reaching this target by ensuring your child comes to school on time and every day unless they are ill. We are carrying on with the successful incentives that we used last year to promote attendance. Details of these will be in the first ‘proper’ newsletter of the year. Please also remember that Government guidance means that we cannot authorise holidays during term time unless it is for exceptional reasons.

Behaviour and Discipline
We are using the same system of rewards, levels and sanctions that we have used for the past few years. It is important to remember that the vast majority of our children behave extremely well and will earn lots of merits and weekly Golden Time. As the children are now in a new year group with a new curriculum to challenge them, merit points will be re-starting at zero. I’m sure it won’t be long until the first certificates – for 25 merit points – are being issued! For children who don’t follow our Golden Rules, there are clear sanctions that they will receive, which will include contacting parents/carers if necessary. Our behaviour rules and sanctions are on our website but if you would like a paper copy please contact the office.

School Uniform
The vast majority of children follow our school uniform code, however I would like to take this opportunity to remind you that jewellery (apart from studded earrings), nail varnish and shoes with high heels are not allowed in school. Children not wearing a red school jumper/sweatshirt/cardigan will be given one to wear for the day. At the end of the day they will swap this back for their own clothes.

Extended Learning Territory
As in previous years, we will continue to use an ‘Extended Learning Territory’ this year to help improve the learning opportunities we are able to offer to the children. Further details about how we operate this are on our website.

School Meals
It is essential to notify the school office immediately if your child changes their lunchtime meal arrangements from school dinners to sandwiches brought from home. School meals are cooked based on expected numbers, so a charge to parents will be made for meals cooked in good faith and not taken up because the school has not been informed about the change to sandwiches.

Please remember that due to how our catering supplier charges us for meals, we are liable for the cost of every meal that has been ordered. Meal numbers are finalised and preparation starts daily at 10.00am. This means that in future, if a child goes home ill after 10.00am, but before lunchtime, you will still be charged for the meal as it will have been ordered. Cheques for school meals should be made payable to Potters Green School.
All children in Reception, Year 1 and Year 2 continue to be eligible to receive a healthy and nutritious free school meal. **Even if your child is receiving a free meal under this scheme, do remember to continue to register for free school meals as this means we are able to claim essential Pupil Premium funding that can be used to help your child. Without this funding the school will be much worse off financially.** Please be reassured that all enquiries are dealt with in the strictest of confidence.

**Twitter**

Remember that we are now on Twitter (@pottersgreencov). We use Twitter to post updates and celebrate some of the learning the children have been completing. You do not need a Twitter account to view the posts, which can also be accessed from the front page of our website. Why not take a look and follow us!

**Diary Dates**

**September**
14<sup>th</sup> Dol-y-Moch parents’ meeting at 6.00pm  
20<sup>th</sup> Phonics workshop for Reception parents at 9.00am and 6.00pm  
30<sup>th</sup> H2 Parent Assembly at 9.00am and 2.30pm

**October**
6<sup>th</sup> Journals workshop for Nursery parents at 9.00am and 6.00pm  
7<sup>th</sup> Macmillan Coffee Morning  
20<sup>th</sup> Years 1-6 Parents’ Evening  
21<sup>st</sup> School closes at the end of the day for the half term holiday  
31<sup>st</sup> School closed for staff training

**November**
1<sup>st</sup> School re-opens after half term  
2<sup>nd</sup> Individual and family photographs  
4<sup>th</sup> M3 Parent Assembly  
7<sup>th</sup> Flu vaccinations for years 1, 2 and 3  
8<sup>th</sup> Nursery and Reception Parents’ Evening  
10<sup>th</sup> Nursery and Reception Parents’ Evening

Additional dates will be added as the term progresses. Our regular monthly newsletter, will have the latest updates. The first newsletter will be published at the end of September.

Yours sincerely,

Paul Ryan  
Head Teacher