



6 September 2019

Dear Mums and Dads

Welcome back to the new academic year.

I hope that you had a restful summer and that all of the children were ready to return to school. I have included some reminders and some dates below to help you through the first few weeks.

Morning Routines

Don't forget that we open our doors at 8.40am in the morning. As from Monday we will have two members of staff on the door and we will encourage your child to enter school independently. Should you need to give any information to your child's teacher the members of staff on the door will be happy to pass a message on. We close our doors at 8.50am prompt as teachers begin their lessons at this time.

See-Saw

As you know we used see-saw effectively last year to share information with you and share images of your child's work. Our staff are currently setting up new see-saw accounts and the information will be with you shortly. Can I urge you all to use the see-saw app as on occasions we use the app to send emergency information, (i.e. emergency closure notices)

Staff Changes

As you know we have some new staff this year. We welcome Miss Morgan (Reception), Miss Gooding (year 3) and Mr Stoneman (Year 5) to our school. Mrs Rees has now taken over the role of Key Stage 2 Leader, whilst Mr Bills is phase leader for years 5 and 6. Mrs Farley continues to lead Foundation Phase.

Should you need to see a teacher please make an appointment through the office. For more senior issues, a member of the Senior Leadership Team will be happy to meet with you.

Management Time

Many of you will be aware that senior leaders within schools are eligible for management time to allow them to fulfil their role effectively. This year our management time will be taken by Mrs Timms who is one of our more experienced members of staff. Mrs Timms will be providing management cover for Mrs Farley, Mrs Rees and Mr Bills for one day during the week and occasionally Miss Bishop and Mrs Williams will be providing cover for staff to complete Curriculum co-ordinator tasks.

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Always Doing Our Best



INVESTOR IN PEOPLE

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Mobile Phones

I am increasingly concerned about the number of mobile phones that are being brought into school. Can I please give a gentle reminder that mobile phones can only be brought to school in exceptional circumstances, when pupils are in Year 5 or Year 6. If pupils are dropped off at school and picked up at the end of the day, I would kindly ask that all phones are kept at home. Any phones brought to school must be brought to the office for safe keeping. Please note we are unable to accept responsibility for losses or damage to phones whilst on school premises.

School Security

As you know we have an obligation to keep our site safe for the pupils and we have clear routines at the beginning and end of the school day. Our school gates are locked at 9am in the morning and 3.30pm in the afternoon and we kindly ask that you leave the yard before this time. During the school day we kindly ask that you pick up and drop off all pupils from the main office, where we will ask you to sign your child in and out of school. Please be aware that only office staff are able to allow access into the building. Pupils and other staff will not be able to open the door.

Health and Safety Officer

We are very lucky in Risca Primary School to have a health and safety officer who supports us. Mr Pockley is able to support us in a range of issues including providing risk assessments for pupils with medical needs. If your child has a medical need that we need to be aware of please call the office and we can make arrangements for you to meet with Mr Pockley. Should your child have any bone fractures throughout the school year please contact the office before bringing them to school as we have to assess whether we can keep your child safe whilst in school with a fracture. Many thanks

Uniform

Miss Bishop has now returned back from maternity leave and is taking over responsibility again for uniform. Don't forget we will be giving out stickers to all children who are well dressed. And we also have a uniform bear for the best dressed class.

We are all very much looking forward to an exciting new year at Risca Primary School. Don't forget that we will be holding a parents evening in October for you to meet your child's teacher.

Useful Dates

October 22/23 Parents Evening

Half Term 28 October - 1 November

November 4 - Training Day

Christmas Holidays School finishes Friday 20 December at 1.30pm and restarts Monday 6 January

Yours sincerely

J Arthur

Headteacher