



Friday 16th October 2020

Pupil Achievements

Stars of the Week



Class R: Stella; Class 1: Evie; Class 2: Jasmine-Liezel; Class 3: Taylor;
Class 4: Leah; Class 5: Amy; Class 6: Jack



Congratulations to Amy for becoming a **word millionaire** this week!

More great news...

Well done to Evan, Caitlyn, Elena and Cooper who have both joined the 144 Club—
what a timestable superstars you are!

Communication between home and school

With a few weeks under our belt of 'the new normal', I wanted to draw focus again on what our communication systems are:

- Any urgent messages are to be through a phone call to the office. If the phone isn't answered, please leave a voicemail. The nature of an urgent message is when the matter will significantly impact your child's day, if the teacher doesn't receive it before school.
- Class Dojo messaging to your child's teacher is matters that are not urgent. For example, a query about a reading book. Teachers will endeavour to answer these messages within 24 hours of them being sent. The speed of reply will depend on each individual teacher's commitments in school on any given day; this varies day to day and teacher to teacher. Please be aware that teachers do not respond to messages in the evening or at the weekend. This is to respect everyone's right to a home life.

Who should I call?

Like all schools, we have a protocol of who to contact for what:

Mrs Morley: any urgent messages; uniform ordering, meal orders, administering medicines and any general queries that are not learning based.

Mrs Bruce: if your query is financial but not school meals related.

Your child's class teacher: for any communication relating to your child's learning and/or pastoral care, this includes communication about any additional needs or SEND your child may have.

SENCO—Miss James: The class teacher has responsibility for SEND in their class so in most cases SEND discussions will be with them rather than Miss James. Contact with Miss James is usually through the class teacher initiating a conversation or meeting. Miss James' role is different to the role that Mrs Rees carried out as Mrs Rees had additional responsibilities as part of her job role which are not part of the SENCO role. Full details of our SEND provision is detailed on the [school website](#).



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Communication between home and school continued...

A Key Stage Leader: If you are not satisfied that a class teacher has addressed a matter thoroughly, you should look to raise this with the Key Stage Leader (*Miss Bland* for Classes R-2 and *Mrs McCulloch* for Classes 3-6).

Mrs Pardon, Headteacher: As Designated Safeguarding Lead (DSL), any matters of a safeguarding nature are to be raised with me. If I am not available, Mrs McCulloch is the other DSL at our school. I also handle matters which may involve getting other professionals involved, which are not safeguarding, for example, medical matters of a complex nature or supporting a family in challenging circumstances.

As Headteacher, my role also means matters are escalated to me, on the rare occasion when parents and members of the teaching team cannot find a solution together or something has gone wrong.

Treating all parties with respect

As you will be aware we are a Values school and all children, staff and governors are expected to conduct themselves in a manner that demonstrates our values.

School staff and parents are on the same side: we all want the best for your child and this is why it is so important that we work together collaboratively and communicate in a respectful way.

Sadly, there have been a couple of occasions this half term, where staff members have been spoken to in a manner that hasn't been respectful. Everyone has the right to be treated with dignity, even when different parties don't see eye to eye on a matter. Should a parent raise their voice at any member of staff or make personal or disrespectful comments, that member of staff will end the conversation immediately and report the matter to me.

We want nothing more than to work positively with parents to ensure all our children, staff and parents are happy and learning together. We truly value your support and collaboration

FOHPS Logo Competition

FOHPS are launching a competition to design a new logo. We love the current logo, however James who designed it has left Hartwell Primary so the team would like a logo designed by a current pupil. Children need to have handed their entry to their class teacher by Friday 13th November so this could be a great half-term activity!

The Rules:

- Designs can be hand drawn or digital however they must be flat
- Entries must be on A4 paper leaving a blank border around the edge of the design (write the child's name and class using a pencil in the border)
- Children can submit more than 1 entry