



CHRIST CHURCH CHORLEYWOOD
"What we nurture today, flourishes tomorrow"

Friday 5th September 2025

Autumn Term 2025 Newsletter 1

"I have set my rainbow in the clouds, and it will be the sign of the covenant between me and the earth. "Genesis 9:13

Dear Parents/Carers,
Welcome back to the new academic year.

I extend a special welcome to all new children, staff and parents/carers who are starting Christ Church School this September. I am sure that the children will settle quickly into their new classes, ready to enjoy the challenges ahead.

We received this beautiful photograph from a parent yesterday showing a rainbow above our school. I like to think this is blessing of hope and encouragement for the academic year ahead.

Genesis 9:13

"I have set my rainbow in the clouds, and it will be the sign of the covenant between me and the earth. "



This letter will give you details and advance notice of forthcoming events and dates for your diary as well as important information.

General Communication

Good communication between home and school is vital. Providing parents/carers with all the necessary information is a high priority. It only works if everyone takes responsibility to read messages, letters and respond to requests promptly when asked. *It is imperative that we know if you have changed any contact details including phone or email and especially your emergency contact details.*

Newsletters: School news will usually be circulated every fortnight on a Friday.

Chess Valley Primary Learning Trust

Registered address: The Common, Rickmansworth Road, Chorleywood, Herts, WD3 5SG
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Arbor: The majority of information is sent out electronically via Arbor. All parents/carers of children attending the school should make use of Arbor to stay in touch with all the latest school news.

School website: <https://www.christchurchschool.herts.sch.uk/>

Instagram: We have an Instagram account that we aim to update regularly with things that have been happening in school. Our Instagram name is <https://www.instagram.com/ccschristchurchschool>

Communication with Staff

Staff are always willing to arrange a time to talk about your child's learning. It is important that teachers are informed of any concerns that you or your child might have during the year. SeeSaw will also be a main source of communication between parents and staff as well.

Parents/carer's first port of call about their child is with their class teacher. There may be occasions when it is more appropriate to see one of the Senior Leadership Team.

Please bear in mind that they have many other commitments before and after school that form part of their working day. You can make an appointment through the school office.

It is not usually appropriate to expect the teacher to talk to you without an appointment in the mornings when they need to give their full attention to all of the children. Obviously, genuine emergencies are an exception. Messages can be passed to teachers through the school office.

Please use the main office address for all email correspondence: admin@christchurchschool.herts.sch.uk

Appointments to see the Headteacher can be made in person or by telephone via the main office or secondly via Mrs Cottle, Head's PA using the following address: headspa@christchurchschool.herts.sch.uk

If appropriate, appointments can also be made with the Senior Leadership Team listed below:
Mrs Allaway, our Assistant Headteacher and team leader for Early Years and KS1, Mrs Dench, our Assistant Headteacher is our team leader for KS2 & SENDCo.

School Lunch Orders

Please make sure you have ordered your child's lunch in plenty of time. You have until **8.55am** to place or amend an order, we strongly recommend booking your child's food for the half term to avoid the upset of a child reaching the kitchen counter and no order has been placed

There will, of course, always be the occasional exceptional circumstances, but in general, please note that if information has been sent home, reminders will not be reissued.

Safeguarding & Child Protection

The school takes its duty to safeguard children very seriously and our Child Protection Policy details systems and guidelines that are in place.

Key Safeguarding Staff

I am the Designated Safeguarding Lead (DSL), Mrs Allaway is the Deputy Designated Safeguarding Lead for EYFS/KS1 (DDSL) and Miss Bailey is Deputy Designated Safeguarding Lead for KS2.

We are the main points of contact for parents/carers, children and outside agencies. Mrs Zainab Odutola is our nominated governor who oversees the school's safeguarding strategy on behalf of the local governing body.

If you have reason to feel concerned about any issue regarding child protection, please speak to myself, Mrs Allaway or Miss Bailey in the first instance. The Child Protection Policy is currently being reviewed, once ratified by our Governing Board it will be available on the school website.

Illness & Sickness

If your child becomes ill during the school day, we will monitor them and telephone you if their health does not improve. No pain relief medicine will be given, as the school's policy only allows us to administer prescribed medicines.

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Please remember – we are not medical practitioners but do have many years of experience in dealing with children. When we ring you to collect your child, it will be because we have monitored them for some time, and they are unfit to continue learning.

If a child's primary contacts are not in close proximity to school during the working day, then a third contact is imperative in case of medical emergency.

Medicines

We are required to work to statutory requirements for the administration of medicines. We review our policy annually and have made some adjustments, in line with government recommendations. Please read the following information carefully.

The office/teaching staff will administer prescribed medicines only provided the correct procedures are followed for Health and Safety and insurance reasons. If your child needs to be given prescribed medication in school, the following must be strictly adhered to:

- Please contact the school office to arrange bringing your child's prescribed medicine to the school office and complete a signed agreement for the administration of the medicine.
- Any medicines must be in the *original* container dispensed by the pharmacy.
- The medicine must be collected by an adult at the end of the school day (if appropriate).
- Other non-prescribed medicines will not be administered by the school.
- **It is parents/carers' responsibility to check that inhalers and EpiPens held in the school are in date.**

Attendance

Good attendance is a vital part of a child achieving their true potential and maximising their progress. Parents/carers are legally required to ensure their child or children maintain good attendance.

Attendance Facts and Figures

A minimum of 95% attendance sounds good but means that you are taking one day off a month.

Missing six days every term of every year is the same as missing one whole school year.

Every day missed off school is a day less teaching and learning which affects progress and attainment, meaning your child has less opportunity to reach their true potential.

Attendance is monitored weekly and persistent absenteeism checked regularly. Any child with an attendance level of less than 90% will receive a letter of concern and may be referred to the Local Authority Attendance Improvement officer. The local authority improvement officer meets with me termly to discuss attendance. Fines may be issued, or worse still legal action taken in the most serious of cases.

Lateness

If your child arrives late i.e., after the class register has been taken by 8.50am, they must come to the school office and have their name recorded in the Late Book. If your child arrives after the register closes at 9am this will be marked as an **unauthorised absence**.

Absence

If your child is too ill to come to school, please let us know before 8.50am by email so the office can pass your email to your child's class teacher to inform them of the absence. We will then be certain that your child is being cared for and not on their way to school.

*In line with Public Health England guidance, any absence from school following **vomiting or diarrhoea** is a **minimum of 48 hours (2 clear days)** and this must be strictly followed to avoid potential harmful spread of germs through the school.*

School Attendance and the Law

A year ago new legislation was passed, The School Attendance (Pupil Registration) (England) Regulations 2024, which introduced a National Framework in England. By law all children of compulsory school age **must** receive an appropriate full-time education (Education Act 1996). Parent/Carers have a legal duty to ensure their child attends school regularly at the school at which they are registered.

National Framework for Penalty Notices

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There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of **10 sessions** (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10-school week period can span different terms, school years or education settings.

The school does not authorise absence for holiday during term time, unless in exceptional circumstances. Parents/carers are strongly urged to let us know in advance before booking any holidays during term time.

Please email the school office *at least 3 weeks in advance to request leave of absence*, rather than inform the office you plan to take your child/children out of school during term time. Please detail the dates and reason for request of absence.

Applications for Leave of Absence – authorised

Most absences are for good reasons and will generally be authorised by the school, for example: Unavoidable medical or dental appointments, unless it is an emergency, should be made after school or during holidays.

Days of religious observance.

Exceptional family circumstances, e.g., Bereavement or weddings.

Applications for Leave of Absence – unauthorised

The following reasons will not be authorised:

Family holidays.

Looking after the house or looking after brothers and sisters or sick parents/carers.

Family birthdays.

Day trips.

Leave of absence for other events not listed above, e.g. performing licenses, are dealt with on a case-by-case basis. Parents/Carers should write to the Headteacher outlining the request and reasons.

Year 6 Mobile Phones

At the end of the summer term we wrote to you explain that we exploring the possibility of Christ Church becoming a Smartphone-Free School. A number of parents have asked us which phones are recommended by PAPAYA. Please follow the link and look out for more information coming soon.

<https://christchurchchorleywood.ovw4.juniperwebsites.co.uk/key-information/latest-news/smart-phone-use>

After-school activities

Teachers and/or sports coaches in charge of after-school activities are responsible for your children and for making sure they are safe until collected after the activity.

Obviously, there are times when emergencies arise, and after-school activities have to be cancelled without much notice. On these occasions we will do our utmost to contact you. If we are unable to do so, we will keep the children at school.

Please advise the school office **and** the club provider directly if your child is unable to attend an after-school activity.

All of the children are aware they must not leave the school grounds without their parent/carer.

PLEASE DO NOT ASK YOUR CHILDREN TO PLAY ON THE COMMON IF YOU HAVE NOT ARRANGED FOR THEM TO BE SUPERVISED.

If, for whatever reason, you are running late for collection at the end of the day please inform our office staff as soon as possible. Ideally arranging for an alternative collection. If you are unavoidably late children will be asked to wait in the medical room.

All these arrangements form a large part of our 'duty of care', and we therefore request your full support in order to keep all the children safe.

Diary dates for the first half of the autumn term

Autumn term 2025	
Autumn Term Staff Inset/Development Days <i>(School closed to children)</i>	Monday 1st September, Tuesday 2 nd September
Term Starts Children back to School	Wednesday 3 rd September
Year 6 Bikeability	Monday 8 th -Friday 12 th September
Reception Blessing Service	Tuesday 23 rd September 2:30pm in church
Meet the Teacher Year YN – Year 6	Wednesday 24 th September from 6:00pm (details to follow)
STAFF DEVELOPMENT DAY SCHOOL CLOSED TO CHILDREN	Friday 26th September all day
Year 4 Harvest Service	Tuesday 30 th September 2:15pm in church
Flu Immunisation YR-Y6	Wednesday 24 th September from 9am
Reception Parents Phonics Information Workshop Reception Mastering Number Workshop	Thursday 2 nd October 9-9:30am in the school hall Thursday 2 nd October 9:30-10:15am in the school hall
Year 4 Tri Golf at St Clement Danes	Thursday 2 nd October 12:30-3pm
Individual School Photographs	Wednesday 1 st October from 9am
Year 4 Trip to St Albans Cathedral	Wednesday 15 th October all day
EYFS/KS1 Parent Consultations in person	Wednesday 15 th October 4-7pm
Year 1 Parents Mastering Number Information Workshop	Thursday 16 th October 9am in the Year 1 Classroom
EYFS/KS1 Parent Consultations	Thursday 16 th October 5-8pm
Values 'Tea with the Headteacher'	Thursday 16 th October 2:30-3pm
Year 2 to Mop End Field Study Centre	Friday 17 th October all day
Half term holiday	Thursday 23 rd October to Friday 31 st October
STAFF DEVELOPMENT DAY SCHOOL CLOSED TO CHILDREN	Monday 3rd November all day
Return to School	Tuesday 4th November

And finally...

My apologies for the length of this first newsletter and for the many emails at the beginning of a new school year but I hope you will understand that these things are important.

Thank you and enjoy the weekend.

Yours sincerely,
Mrs Selleck
Headteacher