



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



Chess Valley  
Primary  
Learning  
Trust

Friday 13<sup>th</sup> September 2024

### Autumn Term 2024 Newsletter 1

**"I can do all things through him who strengthens me." (Philippians 4:13)**

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.

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.

**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 via phone or email while the building work is being carried out.

Please use the main office address for all email correspondence: [admin@christchurchschool.herts.sch.uk](mailto:admin@christchurchschool.herts.sch.uk)

#### Chess Valley Primary Learning Trust

Registered address: The Common, Rickmansworth Road, Chorleywood, Herts, WD3 5SG

A company limited by guarantee registered in England & Wales; Company number **08240619**



Appointments to see the Head of School 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](mailto:headspa@christchurchschool.herts.sch.uk)

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

### **The Office Team**

While the building work is being carried out we would recommend that you call or email the office rather than trying to gain access to the office. This is primarily for safety reasons. The side gate on the church side needs to be securely shut at all times. It would help our office staff enormously if you call or email in to them.

### **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) and 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 and when ready 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.

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.

### **Chess Valley Primary Learning Trust**

Registered address: The Common, Rickmansworth Road, Chorleywood, Herts, WD3 5SG

A company limited by guarantee registered in England & Wales; Company number **08240619**



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. The government have made clear that non-attendance due to Covid-19, other than for positive cases isolating, is no longer an authorised reasons for absence.

## 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 via the side gate and have their name recorded in the Late Book. We are required to keep a record of children who arrive late, and persistent offenders are brought to the attention of the Local Authority Attendance Officer.

## 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. This does not change the requirement to send a letter into the school explaining the absence when your child returns.

*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

New legislation has recently been 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

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

### Chess Valley Primary Learning Trust

Registered address: The Common, Rickmansworth Road, Chorleywood, Herts, WD3 5SG

A company limited by guarantee registered in England & Wales; Company number **08240619**



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.

### **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, you will need to call the school office once you arrive to collect your child so they can let you into the gate.

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.***

### **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 have a good weekend.

Yours sincerely,

*Sarah Selleck*

Mrs Sarah Selleck  
Headteacher

## Diary dates for the first half of the autumn term

<b>Autumn term 2024</b>	
<b>Autumn Term Staff Inset/Development Days</b> <i>(School closed to children)</i>	Monday 2nd September, Tuesday 3 <sup>rd</sup> September Wednesday 4 <sup>th</sup> September
<b>Term Starts</b> <b>Children back to School</b>	Thursday 5 <sup>th</sup> September
<b>Year 6 Bikeability</b>	Monday 9 <sup>th</sup> -Friday 13 <sup>th</sup> September
<b>PSA 3 Rivers Charity Walk</b>	Saturday 21 <sup>st</sup> September Start at 1pm
<b>Reception Blessing Service</b>	Tuesday 24 <sup>th</sup> September 2:30pm in church
<b>Individual School Photographs</b>	Wednesday 25 <sup>th</sup> September from 9am
<b>Reception Parents Phonics Information Workshop</b>	Thursday 26 <sup>th</sup> September 9am in the school hall
<b>Meet the Teacher Year Y1 – Year 6</b>	Thursday 26 <sup>th</sup> September from 6:30pm
<b>Year 4 Harvest Service</b>	Monday 30 <sup>th</sup> September 2:15pm in church
<b>Parent Staff Association AGM via Zoom</b>	Thursday 3 <sup>rd</sup> October time TBC
<b>Reception Parents Mastering Number Information Workshop</b>	Thursday 3 <sup>rd</sup> October 9am in the school hall
<b>EYFS/KS1 Parent Consultations in person</b>	Wednesday 16 <sup>th</sup> October 4-7pm
<b>EYFS/KS1 Parent Consultations</b>	Thursday 17 <sup>th</sup> October 5-8pm
<b>Half term holiday</b>	Monday 28 <sup>th</sup> October to Friday 1 <sup>st</sup> November