



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



Spring Term 2025 Newsletter 1

Friday 10th January 2025

Dear Parents,

Welcome back and Happy New Year to you all. We hope that you and your families had a lovely restorative Christmas break.

On behalf of the staff and myself, thank you for all the wonderful cards and gifts we received at Christmas. Your generosity and thoughtfulness is very much appreciated.

At the beginning of a new term there are a number of notices to read through and remind yourself of in order to help things run smoothly as we settle back after the break. Thank you for taking the time to read.

Support the Office Team

- Many of you have expressed how you value our hard working office team and for that we thank you very much.
- Please support us by doing all of the following:
 - Read all emails/newsletters/messages sent from the school either directly or via Arbor
 - Please ensure you have ordered your child's lunch
 - Respond to ALL requests for replies/payments
 - Check your child's medication – inhalers & epi-pens must be done termly
 - Check the school calendar on our website for events/trips
 - Please inform the office by 2.30pm if you have a change of collection arrangement.

Important Termly Medical Checks

- It is the parents' responsibility to ensure that inhalers or epi-pen dates have not expired.
- If your child has an inhaler or epi-pen kept in school, they must be checked at the beginning of each term.
- The school office must be informed if your child no longer requires an inhaler – to ensure our medical records are up to date.

Contact details – including illness & emergencies

We must know if you have changed any contact details – phone or email – especially your emergency contact details.

We need three emergency contact details. We will be contacting you in due course if we only have two points of contact for you. We understand that you may not have family close by so please consider a friend who may act as your third emergency contact.

Absence from School

- Please let us know **before 8.50am by email**, if your child cannot attend school because of illness, we can then be certain that your child is being cared for and not on their way to school.
- We need to know the reason for absence and not just that your child is 'unwell'.

Attendance

- Good attendance is a vital part of a child achieving their true potential and maximising their progress.
- Parents are legally required to ensure their child or children maintain good attendance.
- Attendance is monitored weekly and persistent absenteeism checked regularly.

Chess Valley Primary Learning Trust

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

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- **Any child with an attendance level of less than 90%, without adequate reason, will receive a letter of concern and may be referred to the local authority attendance improvement officer.**
- Fines may be issued, or worse still legal action taken in the most serious of cases.

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.**

Communication by Email

- To contact class teachers or other staff members please use the main office address for all email correspondence: admin@christchurchschool.herts.sch.uk
- It is not our policy to provide parents with email addresses for teaching staff.

General Communication

- Newsletters: School newsletters are usually circulated every fortnight. There are also other letters and information sent out for specific events and trips.
- Please let Mrs Moorhouse from the office team know if you are experiencing difficulties with your Arbor account.

Communication with Staff

- The 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.
- Teachers will be pleased to talk to you on most days after school.
- Please bear in mind that they have many other commitments before and after school that form part of their working day.
- It is helpful if you make an appointment either personally or 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 the children.
- Obviously, genuine emergencies are an exception. The office team will always pass messages to teachers.

Senior Leadership Team

- There may be occasions when it is more appropriate to see our Key Stage Leaders; Mrs Allaway, Assistant Head of School, EYFS & KS1 (YN, YR, Y1 & Y2 classes) or Mrs Dench, KS2 (Y3, Y4, Y5 & Y6 & SENDCO). They will be glad to see you, by appointment.
- After the class teacher, Key Stage Leader/Assistant Head, you may wish to see myself.
- Appointments to see senior staff can be made through the school office or via Mrs Cottle's email address: headspa@christchurchschool.herts.sch.uk

Safety After School

- 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.
- There are times when emergencies arise or bad weather affects after school activities and they have to be cancelled without much notice. On these occasions we will do our utmost to contact you.
- Please advise the school office if your child is unable to attend an after-school activity.
- All 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.

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.
- Mrs Selleck is the Designated Safeguarding Lead (DSL).
- Mrs Allaway is Deputy Designated Safeguarding Leads (DDSL) for EYFS & KS1 & Miss Bailey is Deputy Designated Safeguarding Leads (DDSL) for KS2.
- These experienced members of the Senior Leadership Team will be the main points of contact for parents, children and outside agencies.
- Mrs Odutola is our nominated governor who oversees the school's safeguarding strategy on behalf of the governing body.
- If you have reason to feel concerned about any issue with regard to child protection, then please speak to

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Mrs Selleck, Mrs Allaway or Miss Bailey in the first instance.

- The updated Child Protection Policy for 2023-2024 is on the school website.

Safeguarding: Mobile Phones – Parents & Visitors

- Please remember that mobile phones are not permitted to be used inside the school building by parents and/or visitors when school is in operation, including during after-school clubs.
- All mobile calls must be taken or made outside the school buildings.

Safeguarding: Mobile Phone Protocol – Year 6

- Year 6 children who walk to school independently may use a mobile phone given to them by their parents.
- Phones are signed in each morning during registration.
- Phones are kept in the school office and collected at the end of each school day.
- Phones are brought to school at the owners own risk and we accept no responsibility for loss or damage.

Safeguarding: Internet Activity & Social Media Platforms

- Parents of children in Years 5 and 6 who have access to mobile phones or tablets with internet capabilities must be especially vigilant. This also applies to parents of children of all ages when using this technology.
- The school has had issues in the past with children using Instagram and group messaging apps with no real understanding of the nature of these platforms.
- Please remember that primary aged children should not be engaging in social media platforms such as WhatsApp, Tik Tok and Instagram all of which have a minimum age requirement, WhatsApp-16 years old, TikTok& Instagram- 13 years old.

Closure Policy – inclement and hazardous weather conditions

- Please check the school website where the policy is set out clearly and in full.
- You can find it here: Home → Key Information → School Policies and Procedures.
- Scroll down to *School Closure Policy*.

And finally

We hope that your children have enjoyed their first week back at school and like us, are looking forward to the new learning experiences that await them during the spring term.

Have a lovely weekend.

Yours sincerely,

Sarah Selleck

Mrs S Selleck
Headteacher