

Autumn Term 2026 Newsletter 1

"The heavens declare the glory of God, and the sky above proclaims his handiwork."
Psalms 19:1



Dear Parents & Carers,

Welcome back to a new academic year. A particularly warm welcome to all children, families and staff who are joining Christ Church School this September. We hope everyone settles quickly and enjoys a happy and successful year ahead.

This is an exciting time for us as we near the end of two projects. Both the wall and railings project, and the wildlife garden are near completion and we look forward to sharing more information about how both were made possible in a separate communication, coming soon.

This first newsletter includes some important information for the term. Please take the time to read it carefully.

General Communication

Good communication between home and school is essential. Please ensure you read school communications and respond promptly when required. **It is particularly important that we are informed immediately of any changes to contact or emergency contact details.**

- **Newsletters:** Usually sent fortnightly on Fridays.
- **Arbor:** Our main platform for sharing school information. Please check it regularly.
- **Website:** <https://www.christchurchschool.herts.sch.uk>
- **Instagram:** [ccschristchurchschool](https://www.instagram.com/ccschristchurchschool)

Communication with Staff

Your child's **class teacher should be your first point of contact** for questions or concerns about learning and wellbeing. Staff are happy to arrange a meeting where needed.

Please do not expect teachers to speak with you at the start of the school day, as their priority is preparing for and supervising the children. Appointments can be arranged through the school office.

Please direct email correspondence to:

admin@christchurchschool.herts.sch.uk

SeeSaw will be used for school staff to share school learning and information with parents and carers.

School Lunches

We have a new catering company and we are aware of some initial 'teething problems' during this transition. We are working closely with HCL to resolve these. Please ensure your child's lunch is ordered in advance. Orders and amendments can be made until **8.55am** on the day. We strongly recommend ordering lunches for the whole half term.

Staff Team

We will be able to confirm the wider staff team with you very soon, including some detail on teaching assistant roles this year, and an announcement of the key stage lead roles.

Safeguarding & Child Protection

Safeguarding is a priority at Christ Church School.

Designated Safeguarding Lead (DSL): Mrs Allaway

Deputy DSLs: Mrs Dench and Miss Bailey

Safeguarding Governor: Mrs Zainab Odutola

If you have a safeguarding or child protection concern, please speak to the DSL or one of the Deputy DSLs.

Illness & Medicines

If your child becomes unwell at school, we will monitor them and contact you if they are unable to continue learning. We are not medical practitioners, but we will always act in the best interests of your child.

Please ensure we have **at least three emergency contacts**, particularly if your main contacts are not nearby during the school day.

Medicines

The school can administer **prescribed medication only**, provided the correct procedures are followed:

- Contact the school office and complete the required consent form.
- Medication must be in its **original pharmacy container**.
- Medication must be collected at the end of the school day where appropriate.
- Non-prescribed medicines cannot be administered.
- **Parents/carers must ensure that inhalers and EpiPens held in school remain in date.**

Allergies and Anaphylaxis

We have a school policy to manage allergies in school and as part of this we operate a **strict nut-free school environment**. Any child with an allergy that requires medication will need to have up-to-date prescribed medication in school, and an up-to-date allergy action plan. Please see the office team as soon as possible if this is not already in place.

Attendance & Punctuality

Good attendance is essential for your child's learning, progress and wellbeing. Parents/carers have a legal responsibility to ensure their children attend school regularly.

Attendance matters:

- 95% attendance means missing approximately one day every month.
- Six days missed each term, every year, is equivalent to missing a whole school year.
- Every absence means missed learning and reduced opportunities to achieve potential.

Attendance is monitored weekly. Children whose attendance falls below **90%** will receive a letter of concern and may be referred to the Local Authority Attendance Improvement Officer. Further action, including penalty notices or legal proceedings, may be taken where appropriate.

Lateness

The school register is taken at **8.50am**.

Children arriving after this time must report to the school office and be recorded in the Late Book. Arrival after the register closes at **9.00am** will be recorded as an **unauthorised absence**.

Absence

If your child is unwell, please email the school office **before 8.50am** each day of absence.

Following **vomiting or diarrhoea**, children must remain at home for a minimum of **48 hours (two clear days)** after the last episode.

Leave of Absence

Schools are now required to follow the National Framework for Penalty Notices. A penalty notice must be considered where there are **10 sessions (usually 5 school days) of unauthorised absence within a rolling 10-school-week period**.

Holiday during term time will not normally be authorised. Requests for leave of absence should be made **at least three weeks in advance**, explaining the dates and exceptional reason for the request.

Examples of absences that may be authorised include:

- Unavoidable medical or dental appointments
- Religious observance
- Exceptional family circumstances, such as bereavement or a wedding

Absences for family holidays, birthdays, day trips or childcare responsibilities will not normally be authorised.

Mobile Phones

As shared last year, we are keen to become a **Smartphone-Free School**.

For information visit: https://www.smartphonefreechildhood.org/get-involved?role_equal=Parent+or+carer

We request that parents and carers end their telephone calls at the school gate and **do not use mobile phones within the school site**. Year 6 children who use phones for their independent journeys to and from school must hand in their phone as they go through the school gate and will be able to collect these from the school office at the end of the school day.

After-School Activities

Staff and club providers are responsible for children until they are collected.

If your child cannot attend an after-school activity, please inform **both the school office and the club provider**.

If you are delayed collecting your child, please contact the school office as soon as possible and, where necessary, arrange an alternative collection. Children who are unavoidably waiting will remain safely in school.

Children must not leave the school grounds without their parent/carer.

Please do not ask your child to play on the Common unless appropriate adult supervision has been arranged.

These arrangements form an important part of our **duty of care**, and we thank you for your support in keeping all children safe.

Diary Dates

The Autumn Term diary dates have been shared and will be updated throughout the term as necessary.

Use of the Car Park

The car park is not owned or overseen by the school however, we recommend the operation of a one-way system during school drop off and pick up times, for safety. Please enter the car park on the left hand side and drive all the way around to the exit closest to the common. Please park considerately, avoiding use of the disabled bays unless you are eligible. The car park is extremely busy and we ask you to be patient with one another. We offer a breakfast club and after school club for anyone who finds this part of the day tricky.

And Finally...

Thank you for taking the time to read this first newsletter. I appreciate there is a lot of information to take in at the start of a new school year, but these arrangements are important in ensuring our school community remains safe, informed and well supported.

Wishing you all a happy and successful start to the new academic year.

Yours sincerely,

Mrs Allaway
Head of School