



Colgate Primary School
Newsletter 2
November 2016

Dear Parents and Carers,

Thank you for your understanding during my recent absence. It is really good to be back at school. Everyone is working hard as always and I am enjoying visiting all the classes this week to share in the learning.

I'd like to welcome our new parent governor, Mr. Steven Wong, to the governing body. We are very pleased to have his support within the school. We are still seeking new governors to join us. Please consider the role as it is a rewarding and critical position in supporting the development of the school. We welcome interest from all roles in the community.

We have rescheduled the date to meet me during the school day to Friday November 25th at 2.15pm. Please do come along if you can. I will give an introduction and answer any questions you may have. Friends of Colgate (previously the PTA) will be providing refreshments and organising a second hand uniform sale after the meeting.

We are updating the absence request form in line with local authority guidance. Please be mindful when booking any absences in the school day as this can affect learning. Obviously some appointments are unavoidable which we do understand. Holidays can be fined if they exceed 5 days in total out of school in a 10 week period. This guidance is set out by the local authority and I have to follow this when responding to requests. Thank you for your understanding.

We are moving to electronic registers in order to ensure correct input of children's attendance at all times. As a result, these are saved and closed at 8.45am. Any child arriving at school after 8.40am will need to sign in at the front office so the registers can be updated correctly. Where we understand that occasionally lateness occurs, please be vigilant in arriving at school on time so that your child is settled into their learning with their classmates.

From next week, we will be moving to a paperless system for correspondence. Letters will be saved on the school website and a text will be sent to you with a link to the document. This way, you can open the letter instantly and refer back to it later should you need. To ensure that you receive the information you need, please can you update your Parentpay information if your mobile phone number or email address has changed recently. If you are unable to access correspondence digitally, we will also hold paper copies of letters in the office for you to collect. We are working on updating the website but in the meantime, please take a look as there is much information to be found there. If you would like any further information added to the site, please let us know.

<https://colgate.eschools.co.uk/website>

Our special needs coordinator (SENCO) Jill Simpson will be holding review meetings for parents and carers of children with special educational needs on Monday November 21st. If you would like to speak about your child's learning and haven't already had an opportunity to meet Jill this term, please ring the school office to book a time. The meeting slots are between 8.40am and 10am.

Finally, as Autumn is well and truly here, please could all children now wear their winter uniform for warmth and bring a coat to school. Please could you also provide some dark coloured jogging bottoms or leggings for outdoor PE lessons. Many thanks.

Kind regards,

Rebecca Winn

Headteacher: Mrs Rebecca Winn Deputy Headteacher: Mr Sam Clark Chair of Governors: Dr. Richard. Bantin