

# Simmondley Primary School

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Headteacher: Mrs D Greaves  
Deputy Headteacher: Mrs G Ellison  
Chair of Governors: Mr M Jolly  
Website: [www.simmondleyprimaryschool.com](http://www.simmondleyprimaryschool.com)

Monday 14<sup>th</sup> January

Dear Parents and Carers,

*Welcome back!*



I hope you had a lovely Christmas and are refreshed for the New Year. As always, you may wish to have a cup of tea and a piece of fruit (I think we have probably all had a chocolate and biscuit overload!) as you read our newsletter if you are able to, as it is rather long. We would like to thank you and your children for your generosity and kindness for all the lovely Christmas gifts we have received.

*Congratulations*



I delighted to let you know that Annabelle (Annie) Bradbury arrived into the world on New Year's Day. Mum, Dad and little brother Bill are doing fine and we have already had a visit from them to school. What lovely news to start our new term!

*Welcome*

We welcome our new Teaching Assistant Mrs Bridges to our team who will be working across school in a variety of roles. I am sure you will make her feel at home when you see her.

*Simmondley Snapshot*



What a great start to the term we have had. The children have settled back into their classes superbly and there is lots of learning around school. I have shown a variety of visitors around school in the last few weeks and they have been very complimentary about what a lovely school we have.

We have been carrying on with our whole school behaviour strategies which includes the use of recognition boards in the classroom and Hot Chocolate Friday with the Headteacher for children who have gone above and beyond each week. Just a reminder that our revised rules are;  
Be kind, Be ready, Be safe.

We are looking to catch our children everywhere in school keeping these rules and will be praising them for doing so.

## *Start of the Day*

***Start of the day procedures continue to work really well enabling us to concentrate on our meet and greet procedures with our children. Thank you for your support with this.*** Please may I remind you that Apple and Rowan Class gates opens at 8.50am for you to hand your child over to their teacher. To avoid congestion and to encourage your child's independence ***please avoid going into the classroom with them.*** Elm Class will be collected from the playground at 8.50am. Please look out for Mrs Rocca-Jordan or an adult holding up the yellow Elm Class sign. The whistle is blown at 8.55am for Y2, 3, 4, 5 and 6 children to line up on the playground **on their own. Adults please remain behind the yellow cones.** There are staff on the playground who will support those children who arrive after their line has gone in but the pedestrian gates will be locked at 9am. Those children who arrive after that time will need to enter school through the main door, where they will need to be signed in at the office.

It is important that children are in school on time, as after the register at 9 o'clock, lessons begin promptly in all classes. Children will line up outside their classroom and be greeted by their teacher on the way in. It is important that children are in school for the start of their lessons as it is unsettling for them, their peers and the teacher when the start of the day is disrupted.

***Please could I respectfully ask that you only pass on brief messages to your child's class teacher in the morning. If you need to speak to a teacher about anything else, please let the office know and an appointment or telephone appointment will be arranged for you as soon as possible. If you have Safeguarding Concern, please let this be known at the office and Mrs Ellison or I will meet with you or telephone you as a matter of urgency.***

## *Flu, colds, sickness etc*



**It is that time of year again and there are some particularly nasty bugs about. Please could I remind you that we do ask that parents do not send their children into school when they are poorly as we want to avoid germs and infection spreading.**

I would also like to remind parents that if your child has a stomach upset (sickness/diarrhoea) **you do need to keep your child off for 48 hours ( 2 days) after the last occurrence of** sickness/diarrhoea. If they are in school and need medicine to be administered, this **must not** be sent in with the child but handed in to the Office in the dispensed bottle/packaging and the appropriate forms also need completing. Mrs Kimberley will be more than happy to help you if you call in at the office.

## *OOPS! Box*

The Oops Box is working well but just a reminder.... If you need to send something into school, please could you put it in carrier bag with your child's name and class on it and leave it in the 'Oops! Box' in the entrance area. Monitors will pick it up at morning break and deliver it to the children.

## *Earrings*

***Children should not wear earrings for Sport and PE.*** Please take them out on the day that your child takes part in such activities. If you wish to tape them up, please do so before they come to school as we are not able to.

## *Changes to Sunrise and Sunset Club*

We will no longer be offering adhoc sessions to any children within the Sunrise & Sunset club. All places within Sunrise & Sunset will now be fixed places, as arranged with Mrs Brooks and invoiced on a monthly basis. All payments must be made via Parent Pay or childcare vouchers prior to the start of each month. We have spaces available in Sunset on a Monday, Wednesday, Thursday and Friday. We have no spaces available in Sunrise, however we do have a waiting list should spaces become available.

If you wish to book a fixed place for any of these days or be put on the waiting list then please contact Mrs Brooks, who will be happy to book you in. Mrs Brooks will not be accepting any bookings on a daily basis moving forwards. **Please also note that the last pick up time for the Sunset club will be 5.45pm.**

## *Emergency Childcare*

We do recognise that on occasions childcare is needed unexpectedly, we are therefore offering emergency cover daily after school for up to 12 children that will be run until **4.30pm ONLY** and will cost £5.00 per session, per child. Please note that no snack is provided during this session. **These places must be booked and paid for via Parent Pay prior to each session. Bookings must be placed before 2.00pm on the day childcare is needed. No bookings will be taken at the school office.**

We understand that this is a change to how Sunrise/Sunset has been run and administered in the past but we feel this is necessary so that those children who attend the Sunrise & Sunset Club continue to get the high levels of care that have been provided by the club and that the administration of the club is manageable. If you have any questions regarding the new emergency session please speak to Mrs Hinchliffe in the school office, who will be happy to discuss them. We would like to thank you all for your continued support of the Sunrise & Sunset Club and the school.

## *Late Pickup at the end of the day*



Late pick up arrangements will continue with no changes at the moment. KS 1 children will stay with their teacher on the playground or in their classroom until **3.40pm**. **KS2 children have been reminded that if no one is there for them when they are dismissed from class they must not leave the school grounds but come straight back into school and report to a staff member.**

**Please could I respectfully ask all parents that if you see a child that has not been collected from the playground at the end of the day, please bring them back into school immediately to a staff member or the School Office and not to contact their parents or offer to take them home.**

**School will need to seek permission before any child is allowed home with someone who is not on our list to collect them.** If children have not been collected by 3.40pm they will be taken to the Emergency After School Club (Oasis Room) at the back of school where a charge of £5.00 will be administered which we would ask is paid through Parent Pay. **Please do not come to the front**

of school to collect them as they can be collected from the gate at the bottom of the Car Park as per Sunset club.

## *Supply Cover/Staff Absence Arrangements in School*

Supply cover is required in schools for a variety of reasons; to enable staff to access training for their class teacher role, and their subject leader roles, for PPA (Planning, Preparation and Assessment Cover), leadership and management activities and staff absence. We are very fortunate here at Simmondley in that we encounter very little long term staff absence in our school, but occasionally, as in any other workforce this may happen. At present we use Mrs Longworth and Mr Ellison for supply to cover classes. They are both known to the school and know our school well. Mrs Worrall, who is a Higher Level Teaching Assistant, provides most cover, although we have an exceptionally talented group of Teaching Assistants who also work at a Higher Teaching Assistant Level to provide short term cover. The benefits are that the staff are known by the children and the children are known by the staff. During absence, long term planning is adhered to, Key Stage Leaders oversee and quality assure learning and standards in classes, talking to pupils and looking at books. Teachers who work in parallel classes provide planning support for supply teachers and teaching assistants to ensure continuity and progression for our children.

## *Parent Pay Reminder*



In an attempt to remove all cash and cheques from school we are asking all parents to only use our e-payment method for **dinner money, school trips, Sunrise and Sunset Club**. This can be done online using a very secure website called ParentPay. Please do not hesitate to speak to Mrs Kimberley if you would like any further information, or if you require a letter with an activation code. **Your support in using ParentPay will help the school enormously**, thank you.

## *Wrapping up Warm for Winter*



The winter has been reasonably mild so far but I am sure that there are some very cold and wet days ahead. We try to get the children out as much as we possibly can. As the weather begins to change, please make sure that they have a warm (and preferably a waterproof) coat, sturdy closed shoes and hats and gloves so that they can enjoy the fresh air every day. Outdoor PE continues through the winter too and children are welcome to wear lots of clothes for this including sweat tops, joggers and waterproof jackets.

## *Social Media Policy*



Just to remind you that our Facebook and Twitter Accounts are a lovely way to celebrate our school. We are having plenty of 'likes' and 'views' and have received very positive feedback about this way of sharing our achievements and celebrations. You can follow us on Twitter @simmondley16 and on Facebook at Simmondley Primary School.

## *Attendance and Punctuality*

Our school is continuing to focus on attendance and punctuality and we are writing to remind you that we expect children's attendance to be at 96%. THANK YOU SO MUCH to those families who ensure children's punctuality and attendance is high. THANK YOU for getting these important habits established early on in your child's life as it will make a difference in their futures. There is a link between attendance and achievement and therefore it is very important that your child attends school every day unless there are **exceptional** circumstances

## *Holidays in Term Time Reminder*

Please can I remind you that **under the current government legislation** I am still unable to authorise holidays/leave of absence in term time except in the most exceptional circumstances. There continues to be a considerable number of requests for 'holiday leave' in our school. Circumstances such as **parent's work commitments**, **cheaper holidays** or the chance for a **"holiday of a life time"** are not considered to be "exceptional" and I cannot authorise holidays in these circumstances. If parents choose to take children out of school for a holiday without authorisation from the school then such absences have to be recorded as unauthorised. Unauthorised absences will be referred to Derbyshire County Council who will issue Penalty Notices in line with their policy. Please follow the link below for Department for Education legislation  
<https://www.gov.uk/government/publications/leave-of-absence-children-missing-school-during-term-time/holidays-during-term-time>

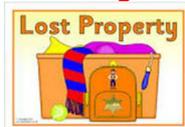
## *INSET DAYS/ LOCAL ELECTIONS for 2019*

The remaining INSET day for this academic year is Monday 22nd July 2019. **We have been informed that our school hall will be used by the general public on Thursday 2nd May for the local elections. Due to not being able to safeguard our children during the day, we will be closed to pupils.**

## *Administration of Medicine in school.*

If your child needs short-term medication (for example, antibiotics) you must complete a medicine request form, available from the school office. **We can only give medication that has been prescribed by a doctor** and only if a medicine request form has been received. Please ensure you hand any medicine to the office. **Please do not ask children to be responsible for doing this.**

## *Lost Property*



We simply do not have the capacity in school to keep endless amounts of clothing, coats, shoes etc for long periods of time. There is a Lost Property Box at the front of school. Items will be on a table in the Entrance Hall on a Friday each week and if uncollected, will be bagged up and sent on to a good cause.

## *Use of Trim Trail on the Playground.*

Please note: The Trim Trail is for use under Staff Supervision during the school day between 9am and 3.30pm. ***It is closed to all children before and after these times.*** The Trim Trail is risk assessed by a staff member at various times during the school day before children are allowed on it and on no account should anyone be playing on it outside of those hours. The children know that they are not supposed to use it too.

## *School Uniform*



In relation to uniform and dress in general we do try to be balanced and take a common sense approach, and our uniform policy is available on the website. There are however times when we may need to make a judgement in relation to a new fashion statement linked to hair styles, shoes and other items pupils wear from time to time.

Please could I remind you that children should not wear nail varnish or wear logo/football/ wrist bands or elaborate headbands, but a watch with a name on if possible is allowed. Thank you for your support in helping our children continue to look smart in school and take pride in their Simmondley uniform

## *OOPS! Box*



I am sure that we all agree that we would like to encourage our children to be independent and organised, however we understand that occasionally things are forgotten in the morning and they have to be dropped off in school during the school day. If this happens on a regular basis Mrs Kimberley and Mrs Hinchliffe are taken away from their work in the office and the learning of children in classes is interrupted to drop these items off. If you need to send something into school, please could you put it in a carrier bag with your child's name and class on it and leave it in the 'Oops! Box' in the entrance area. Monitors will pick it up at morning break and deliver it to the children.

## *School Website*

Please do make a regular visit to our website [www.simmondleyprimaryschool.com](http://www.simmondleyprimaryschool.com) as we are regularly adding and updating it with news and information. The website contains most of our key policies and information but if you could let us know if there is any key information you think we may be able to add to help parents we would be most grateful

## *Communication*



Mrs Kimberley is available in the office from 8.30am- 11.50am and from 1.15pm to 4.30pm. ***Please note there is a reduced service in the office over lunchtime.***

## *Concerns and Complaints*

We have an open door policy at Simmondley Primary School and believe in working in partnership with you so that any difficulties which may arise are usually resolved by discussion in school. It is helpful if you contact us at an early stage with your cause for concern so that all parties can be prepared for when we meet and the situation does not escalate.

***The use of Social Media sites does not address the problem and if school does not know it is not possible for us to respond.***

Where there are concerns, the class teacher should first be consulted as this is usually the best way to resolve any concerns you may have. If you feel that the situation remains unresolved please make an appointment to see the Key Stage Leader. They are as follows;

Upper Key Stage Two Leader	Mrs Collyer	Year 4 , 5 & 6
Key Stage One Leader & Lower Key Stage 2 Leader	Mrs Daniels	Year 2 and Year 3
Foundation Stage	Mrs Gerrard	Reception & Year 1

Where issues are not resolved at class or Key Stage Leader level or your class teacher is the Key Stage Leader, please contact school to speak to myself or Mrs Ellison. ***You are encouraged to talk to class teachers, Key Stage Leaders and myself about good things that are taking place too!***

We will endeavour to arrange for you to be seen or telephoned on the same day if possible, but in keeping with the smooth running of school, this may not always be the case and an appointment for the next convenient time will be offered to you. This can be either in school or a telephone appointment. All telephone appointments and meetings in school are logged so that there is a transparent process. Issues will be followed up immediately or as agreed, and you will be contacted promptly regarding your complaint. Procedures for making formal complaints to school are available on the school website [www.simmondleyprimaryschool.com](http://www.simmondleyprimaryschool.com) or at the school office on request. ***Please note we do not operate a 24 hour email service and an acknowledgement of your concerns will be sent to you within 24 hours of our receipt of your concerns, and your concerns will be followed up in line with our policy.***

Under circumstances where issues were not resolved formally in school, the Chair of Governors, should be contacted in writing, via the school. ***Where complaints need to be taken beyond the school and the Governing Body are involved, the DfE/ LA recommended complaints procedure has been adopted by the Governing Body and will be followed.***

Thank you for your support in following these procedures.

## ***Applying for Reception Class 2019***

If your child was born between 1 September 2014 and 31 August 2015 they will be eligible to start school in September 2019. You should apply for their infant or primary school place by the **15th January 2019** at [https://www.derbyshire.gov.uk/education/schools/school\\_places/default.asp](https://www.derbyshire.gov.uk/education/schools/school_places/default.asp)

## ***Parents Association***



I would like to say a very big thank you to all the members of the PA who work relentlessly behind the scenes to support our children and our school. We really do all work together for the benefit of our children and it is great having such a wonderful team on board. If you are interested in getting involved they can be contacted by email to [pa@simmondleyprimaryschool.com](mailto:pa@simmondleyprimaryschool.com).

## *School Run-Parking on Pennine Road.*



Here at Simmondley, we try very hard to keep on good terms with our neighbours. When this goes wrong it creates bad feeling about our school and causes my time being taken away from the core purpose of educating our children when I have to follow up legitimate complaints made by local residents. Please could I ask that you are mindful of our neighbours and avoid blocking driveways, double parking and do not park in the Bus Lane and Zig Zags at pick up and drop off. We have asked for support from the police with this continuing situation who will be issuing fines. ***This is a small minority of parents that are causing unrest between school and our neighbours and I would like to thank the majority of you who park safely, considerately and legally and are as concerned as I am about the situation.***

## *Healthy Packed Lunch Reminder*



A few of our children are still bringing rather unhealthy packed lunches to school containing lots of processed food and with very little fresh fruit or salad or any protein-rich food.

***If children eat well at lunchtime, they have more energy and better concentration levels and so are able to learn well in the afternoons.*** Please help your child by following the school guidelines on packed lunches below

Sandwiches with a protein rich filling (i.e. tuna, cheese, cold meat, egg etc.) You could ring the changes sometimes with a different source of carbohydrate i.e. pasta or rice salad, filled wraps, pitta bread, crackers and cheese spread etc.
Fruit, salad and vegetables (i.e. carrot sticks, apples, grapes, tomatoes, oranges, plums, cucumber, sweetcorn, raisins etc.)
Dairy food – a yoghurt or some cheese
Something (non-fizzy) to drink - low or no sugar if possible
An optional small snack or treat; i.e. crisps, a biscuit or cereal bar, a bun or scone, a “corner” yoghurt, cheese dunker, mousse, jelly etc. <b>ONLY ONE OF THESE PLEASE!</b>

I have asked our lunchtime staff to encourage the children to eat their sandwiches, fruit, salad and dairy food **BEFORE** they eat any snacks or treat you may have included.

## *Partnerships*



Our school continues to build and work with a variety of partners in order to continue to improve our provision for our children. We play an active role in the Collaboration of Glossop Schools (COGS Cluster) and are strengthening our work with Ignite Teaching School Alliance becoming full members this academic year and have several staff members who will be undertaking the NPQML Middle Leaders qualification with a newly formed High Peak training Hub linked to the Relational Schools Foundation. We are also working with the Dowson Maths Mastery Hub. There continues to be a strong Heads, Deputies, SENCOs and Business Manager network who regularly meet and work together to improve outcomes for all our children in Glossop and share our expertise and resources. A COGS Governor Network has been set up and are we are looking forward this year to work further with Manchester University in the Fellowship Programme to measure and evaluate

the impact of our joint working on outcomes and opportunities for our children. We continue to be outward looking, and positively welcome collaboration with others.

## *Adverse Weather Conditions*



It is unlikely that school will close if we have snow. We have a very comprehensive snow plan and will inform you by text and on the website by **7am** as to whether school is open or not. If the Snow Plan Procedure is in place, children will need to be dropped off and at the front of school at the office entrance as the playground will be closed. If the weather worsens as the day goes on a text will be sent out and you will be able to collect your child earlier so that you are able to travel safely. Sufficient staff will remain on site to supervise the children until normal pick up time so please don't worry as we all know that Glossop can grind to a halt when the snow arrives. As usual we will operate a one way system at the end of the day with parents collecting their children through the entrance at the front of school and exiting through the fire exit door in the Hall. Please check out our website for our Snow Policy.

Once again I would like to say well done to our school community and I look forward to working in partnership with you along with the rest of our Simmondley Team this year....

Kindest regards

Debbie Greaves

**DATES TO EASTER (Please note these may be subject to change and dates may be added, but we will communicate these to you as early as possible.)**

- 16.1.19 PA Meeting at the Hare and Hounds
- 16.1.19 Cluster Safeguarding Training for Governors and Volunteers
- 5.2.19 Internet Safety Day (details to follow)
- 6.2.19 Silver Birch Healthy Eating Café
- 8.2.19 PA Disco tbc
- 15.2.19 School closes for Half term
- 25.2.19 School opens for Spring term
- 25.2.19 Fairtrade Fortnight begins
- 7.3.19 World Book Day (details to follow)
- 15.3.19 Red Nose Day (details to follow)
- 8.4.19 Parents Evening Week
- 8.4.19 Parents Evening 3.40-4.30pm
- 9.4.19 Parents Evening 3.40-5pm
- 10.4.19 Parents Evening 3.40-4.30pm
- 11.4.19 Parents Evening 4.30-7.30pm.
- 12.4.19 School closes for Easter Holidays
- 29.4.19 School re-opens for the Summer Term