



# Simmondley Primary School

✉ Simmondley Primary School, Pennine Road, Simmondley, Glossop, SK13 6NN  
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Thursday 7th September

Dear Parents and Carers

**Welcome back!**



I hope you had a lovely summer holiday and managed to get out on the very few days the sun made an appearance although there is plenty of it now! A special welcome to our new Reception children and other children, who have joined us. I hope you and your children will soon settle into our 'Big Family at Simmondley' and enjoy joining in the fun, learning and life at our busy community school. All the pupils look very smart in their school uniforms, and have settled into their new classes very well.

I apologise now for the length of our first newsletter but there is lots of information and reminders at the beginning of the year. You may wish to have a cup of tea and a biscuit and put your feet up to read it, if you are able to.

## **Important Diary Dates**

Please check your emails for instructions as to how to sign up to the school calendar for the draft dates for this academic year. Events and activities will be added onto the calendar and we will aim to give you sufficient notice of these.

## **Reception 2024 School Tours**

We will be holding a school tours on **Thursday 26<sup>th</sup> October for** New Reception Starters for September 2023. The times will be 9.30-11.30am and 1.30-3pm. Please contact the school office or let friends know if you wish to book an appointment to attend.

## **School Office**

Mrs Cole is available in the office from 8.15am- 12pm and from 12.30pm to 4.15pm (Friday 3.45pm) Please **note there is a reduced service in the office over lunchtime**. Mrs Hinchliffe our School Business Manager works Monday to Friday, 8.30 until 3pm.

## Communication

Office	We will communicate with you via email, texting service (emergency) and occasionally paper letter which will require your attention.
Teachers	Teachers All class queries should be sent to the school office email: <a href="mailto:enquiries@simmondley.derbyshire.sch.uk">enquiries@simmondley.derbyshire.sch.uk</a> Class Newsletters will be sent out through the Jotter App which is linked to the school website.
Whole School	Head teacher Newsletter at the beginning of each half term through the jotter app which is linked to the website. Simmondley Good News Bulletin every Friday

## Communicating With School

**Communication- Class emails** Email communication to class teachers will only be through [enquiries@simmondley.derbyshire.sch.uk](mailto:enquiries@simmondley.derbyshire.sch.uk)

The class email addresses have been turned off as these were initially brought in during lockdown when it was difficult to arrange appointments with teachers, however this is not the case now. If you are emailing in (you can always telephone the office), please include your child's class and the subject. It would be helpful to keep your email brief ( a short summary will do) Your email will be acknowledged within 24 hours ( during the working day) and you will be offered a telephone, TEAMS or face to face appointment to speak to the teacher. The timing of this will be arranged taking into account the subject of the email, the teaching commitments of the staff member and the smooth running of the school. We will aim to do this between 2-4 days.

***If you have a safeguarding concern, please ask for the Designated Safeguarding Leads (Mrs Greaves and Mrs Ellison) who will triage your concerns and offer you an appointment as soon as possible.***

***Medical appointments and pick up by another parent should be sent to the school office using [enquiries@simmondley.derbyshire.sch.uk](mailto:enquiries@simmondley.derbyshire.sch.uk) and [absences@simmondley.derbyshire.sch.uk](mailto:absences@simmondley.derbyshire.sch.uk) to report an absence. If using the absence email, please put your child's name and the class they are in, in the subject.***

## Building and Improvements

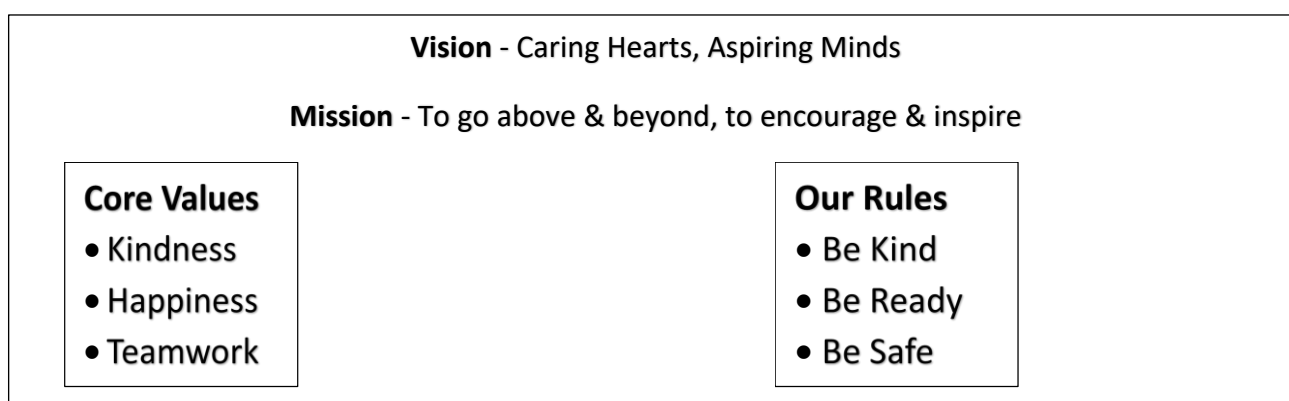
There has been some redecoration over the holidays and Mr Greaves and the staff team have worked hard to make our school clean and tidy inside and outside so that we all have a high quality environment for our children, adults and visitors. The teaching and communal areas look amazing. Thank you and well done to our Simmondley team.

## School Values and Rules

We are 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 school 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. We have also been speaking to children about ‘Super Standing’, ‘Wonderful Walking’ and ‘Legendary Lines Ups.’ Whilst we seek to praise our children, we recognise that if they are provided with help to improve their behaviour and this doesn’t happen then there need to be sanctions. Should you have any questions about this process please do ask your children and the class teacher and check out our school Behaviour Policy which can be found on our school website by following this link.

We have also have a core framework which reflects our vision for our school.



## Start/ End of the School Day

Our start of the day procedures enable us to concentrate on our meet and greet procedures with our children and to get them into classes quickly so that their lessons can begin. **Wherever possible, please pass on messages for the teaching staff via the office as our focus first thing in the morning is to supervise the children into school safely.** Thank you for your support with this.

Our school day will continue to be **9am to 3.30pm**. The main playground gates will open at **8.45am** and children may enter and wait on the playground **with their adult**, unless they are in Y6 or by **prior arrangement with a member of the Senior Leadership Team**.

At **8.55am** a staff member will ring a bell and we ask that the **children in Elm, Beech, Hazel, Willow, Maple, Hawthorn, Silver Birch and Oak classes** are sent by you to line up on the playground in their classes. They will be greeted by a member of their staff team and led into school.

**Apple Class** will come through the small green gate off the playground and **Rowan Class** the red gate near the red fence.

There are staff on the playground who will support children who arrive after their line has gone in or who are worried or upset, but the gates will be locked at 9am. It is important that children are in school on time to start their lessons as it is unsettling for them, their peers, and the teacher when the start of the day is disrupted.

***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.***

Pick up at the end of the day will be as follows. **Apple Class** will exit from the small green gate (the same as morning) and **Rowan Class** the red gate (the same as morning). The rest of the classes from the top of the steps into their lines on the playground.

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



Children will stay with a member of staff on the playground in their class lines until 3.35pm then they will be taken back into school to wait at the front near the office. ***Please contact the school office if someone different is picking up your child. For example another parent. School will need to seek permission before any child is allowed home with someone who is not on our list to collect them.***

### **Sunrise and Sunset Club**



There are places available at our After School Club 'Sunset Club@' for block bookings in advance. Please contact Mrs Hinchliffe at the school office further information. Prices are as follows;

Sunrise: £5.00

Sunset: up to 4.30pm £4.00

up to 5.15pm £6.00

up to 5.45pm £7.50

***Please also note that the last pick up time for the Sunset club is 5.45pm***

### **Use of Trim Trail and Outdoor Gym Equipment 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.

## 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 located in school so that the children can access it. Items will be on a table outside the school office at the end of each half term and if not collected, will be bagged up and sent on to a good cause. **PLEASE ENSURE ALL YOUR CHILD'S UNIFORM/BELONGINGS ARE NAMED/LABELLED.**

## Scooters and Bikes

Please do not allow your children to ride their bikes or scooters in the playground at the start and end of the school day. I know the playground is a very tempting place in which to whizz about, but it is also a crowded place and speedy wheels can cause accidents! Thank you for your support.

## Illness, sickness etc

***Please could I remind you that we do ask that parents do not send their children into school when they are poorly as it is difficult for them to concentrate and learn if they are unwell, and we want to avoid germs and infection spreading to other children and staff leading to further absence. If your child need medicine (prescribed by a medical professional only) 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 Cole and Mrs Hinchliffe will be more than happy to help you if you call in at the office.***

## School Website

Our school website can be found at [www.simmondley.derbyshire.sch.uk](http://www.simmondley.derbyshire.sch.uk)

### Parent Pay Reminder



We are now a cashless school and parents can 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 or in cash at local stores where you see the PayPoint logo. Please do not hesitate to speak to Mrs Cole or Mrs Hinchliffe if you would like any further information, or if you require a letter with an activation code.

### Attendance and Punctuality

Our school is continuing to focus on attendance and punctuality and we are writing to remind you that we are aiming for our children's attendance to be at 97% which we have set as our school standard. Attendance will be monitored half termly and we will communicate with you how we can provide support to improve your child's attendance if it is below 90%.

### 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>

### Universal Free School Meals for Reception, Year 1 and Year 2

The implementation of Universal Free School Meals has been implemented with great success at Simmondley and the vast majority of our younger pupils now receive a hot meal every day in school. Thank you to Sue, our cook and all the kitchen staff who work hard every day to ensure standards are met and our food is of the highest quality.

### Health Snacks and Drinks for Breaktimes

We are continuing to notice an increasing number of children bringing unhealthy snacks for breaktime especially crisps and chocolate every day. We do 'Crisp **Friday**' which will be the only day we would like children to bring crisps for a snack. Please send in fruit or alternative healthier options. **Fizzy drinks are not allowed.** Please avoid sugary drinks unless a special arrangement has been made with us. We encourage children to drink water only. Thank you for your support with this.

### 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.

### School Run-Parking on Pennine Road.

Please remember to park legally and safely at drop off and pick up times. Thank you to the many parents who do so, as the safety of our children is of great importance to us, as is our relationship with our neighbours. This applies to events after school too. **ALSO PLEASE CAN WE ASK THAT YOU DO NOT PARK IN THE CAR PARK AT THE DOCTORS SURGERY.**

### 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.

## 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. **We are here to help and will not tolerate abusive or physical behaviour towards any of our staff team.**

### Social Media Sites

**The use of Social Media sites is not an appropriate way to raise genuine concerns or talk negatively about staff members, as problems cannot be investigated and dealt with fairly and effectively, if school does not know about them.** May I also respectfully remind you that a statement about an individual that is untrue is libellous, especially if it undermines the reputation of an individual. **If such comments are made about any staff member, this will be followed up by the Derbyshire Legal Services and staff union representatives to seek independent legal advice about pursuing a claim.** May I also remind you that our school is trying to educate children about “cyber bullying”, and to protect pupils from becoming victims of such bullying. Posting negative or offensive comments on social networking sites sets a very poor example, and could lead children to believe that “cyber bullying” is in some way acceptable. If children have access to negative comments about our school and our staff, it could reduce their confidence in the school, and this could be damaging to their education. **Thank you once again to the many of you who support us, work with us and use the appropriate channels to raise your concerns.**

**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 your child's Team Leader. They are as follows;

Key Stage 2 leader	Mrs Collyer	Years 3, 4, 5 and 6
Key Stage 1 Leader	Mrs Ellison	Reception, Y1, Y2

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 me. **You are encouraged to talk to class teachers, Key Stage Leaders and myself about good things that are taking place too!**

Procedures for making formal complaints to school are available on the school website [www.simmondley.derbyshire.sch.uk](http://www.simmondley.derbyshire.sch.uk) 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.

### 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 are strengthening our work with Best Practice Network delivering Senior, Middle Leader and Early Careers Teacher training. Mrs Ellison and I are facilitators for this this training. I also support six schools in Derbyshire as an Associate School Improvement Partner.

We continue to work with a range of schools and education partners and are outward looking, positively welcoming collaboration with others.

### Thankyou

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....

Kind regards



Mrs Debbie Greaves

