

ST. JAMES' C.E. PRIMARY SCHOOL, COLDWALTHAM

with Chuckleberries Pre School



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Executive Headteacher: Mrs Lizzie Martin

Operations Director: Mrs Nicky Kirby

Inclusion Manager: Mrs Lucy Brownbill

Enabling every child to thrive and succeed

9th September 2022

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Dear Parents/Carers,

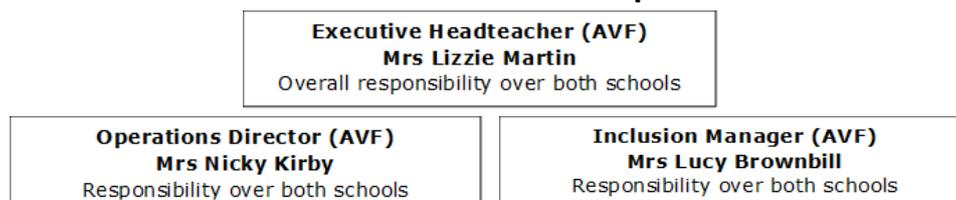
Once again, I find myself writing a welcome letter at the end of the first week of term and can hardly believe that a week has passed already! The time has flown by! It has been an utter delight to welcome the children back to school and they have approached their first week with enthusiasm and determination. A visitor to the school this week remarked on how calm and focused the general ambience of the school is which reflects how well the children (and staff!) have returned to routines within school and settled in.

Change in Leadership Structure

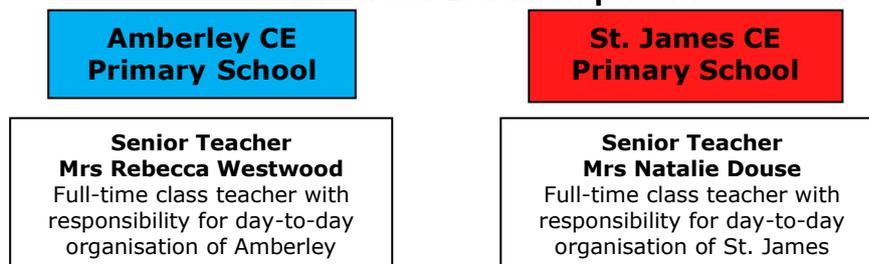
We would like to take this opportunity to remind you of the revised leadership structure within the Arun Villages Federation which is now in effect. As you can see from the diagram below, we have a new Inclusion Manager, Mrs Brownbill, in place and a Senior Teacher in each school; Mrs Douse is the Senior Teacher at St. James'.

The employment of a Senior Teacher in each school was in response to feedback from both parents/carers and staff who all expressed they preferred a specific person in each school to be available as a physical leadership presence each day. I am delighted that Mrs Douse chose to apply for the position and believe she will be a very positive asset to the leadership team.

Senior Leadership Team



Extended Leadership Team



Meet the Teacher

We would very much like to invite all parents/carers to come in for a 'Meet the Teacher' session. This will be for you to meet the teacher (does what it says on the tin!), see the classroom environment the children will be in and to receive information pertinent to your child's class.

The teaching staff at St. James are able to offer the following dates and times:

- Penguins, Rhinos and Elephants - Tuesday 20th September at 2:30pm
- Jaguars - Wednesday 21st September at 3:15 pm

We would love to see if you are able to make those dates and times, particularly so parents/carers can meet Miss Sheikh and Mrs Turner who are new to the school this year.

Communication with School

Non-teaching/learning, behavioural and pastoral matters

We are very fortunate to have the fantastic Mrs Lewis in the Office who is fantastic at answering many questions and keeping us, as staff, well-organised!

You should contact the School Office regarding any matter that does not relate to teaching/learning, behavioural and pastoral matters, for example, uniform, clubs, school lunches, school trips, etc.

In particular, you should contact the School Office regarding absence. If your child is ill and will be absent from school, ***you must CALL the School Office on 01798 872196 on the morning of the absence by 9.15am at the latest; please do NOT email the School Office as the emails may not be checked by this time.*** If you do not notify the School Office of the reason for absence by 9.15am by phone, the absence will be recorded as 'unauthorised'. You must call the School Office on the morning of every day that your child remains absent.

We request that all medical and dental appointments be made outside of school hours if possible; however, we are aware that there are times when this may be unavoidable. If you are aware of a medical/dental appointment in advance (i.e. not an emergency appointment on the day), please notify the School Office either by phoning or emailing.

Requests for absence for any other reason than medical or dental appointments during term time are ***not authorised***, unless there is a specific set of circumstances that the Executive Headteacher would class as 'exceptional circumstances'; may I stress that any form of holiday for any reason during term time is not classed as 'exceptional' and would not be authorised. ***If you wish to request exceptional leave, please request an Exceptional Leave Form from the School Office; this must be filled in and submitted at least two weeks in advance of the dates requested.*** We recognise in some circumstances, such as the death of a relative, this may not be possible; please submit the form as soon as you are able to in these cases. Any forms submitted after the absence will be recorded as 'unauthorised' for any circumstances.

Teaching/learning, behavioural and pastoral matters

With the new leadership structure, there will now be a clearer process of managing teaching/learning and behavioural matters.

Your first point of contact for any matters related to teaching/learning, behavioural and pastoral matters is your child's class teacher; ***you should contact them either by class email or by calling the School Office to arrange an appointment.*** It is not appropriate to speak to your child's class teacher on the school playground about a concern that you have as confidentiality/privacy may be compromised.

Should you be dissatisfied with the way in which a class teacher has managed a situation regarding teaching/learning, behaviour or pastoral concerns, the next point of contact would be your Senior Teacher; at St. James', this is Mrs Douse who can be contacted via her email address: ndouse@coldwalthamschool.com

Should you contact Mrs Douse, please ensure that you copy in the class teacher to the email so that there is a transparency about the escalation to the Senior Teacher.

Following the Senior Teacher's involvement, should you still be dissatisfied with the outcome regarding your concern, your next point of contact would be Mrs Brownbill, the Inclusion Manager across both schools. Should you feel the need to escalate to this next tier of leadership, please contact the School Office for her email address.

If you remain dissatisfied following the involvement of Mrs Brownbill, I would be contacted by her at this point to become involved in the matter. At this point, the matter would need to be a very serious concern and would possibly be referred to our Complaints Procedure.

The following flow chart clarifies the above process:

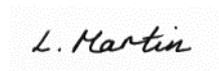
Teaching/Learning Behavioural and Pastoral Matters Process



I appreciate that this letter has a great deal of information in it – there is great deal more that I could give but I think that that would rather overload everyone! The Friday Flyer will commence next Friday and will be written by Mrs Douse; this will contain more practical information for the coming term.

In the meantime, may I reiterate how much we are looking forward to being able to facilitate the children's learning this year...hopefully, with no interruptions caused by outbreak management! Have a very good weekend and see you all again on Monday.

Kind regards,



Executive Headteacher, Arun Villages Federation
Amberley CE Primary School and St. James' CE Primary School, Coldwaltham