

# CANON POPHAM CHURCH OF ENGLAND (VA)

## PRIMARY AND NURSERY SCHOOL

Church Balk, Edenthorpe, Doncaster. DN3 2PP

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Headteacher: Mrs A. Navas

Chair of Governors: Mr D. Milnes



Monday 25<sup>th</sup> June 2018

Dear Parents/Carers,

As the final half of the summer term is well underway I am writing to you with some updates and information that you may find useful.

### Staffing for September

Once again I am pleased to report that we have a very stable staffing complement at Canon Popham. The whole school staff work really well as a team and I am delighted to say that there will be no staff leaving at the end of this academic year.

In order to increase the amount of time that Mrs Barratt can spend on working with SEN and inclusion matters, from September she will be working exclusively as our SENCo, and not have a classroom teaching commitment. She will be with us at Canon Popham for 2.5 days per week. This is an increase of half a day each week, in her current time spent working with children and families with additional needs. In order to fund this increase in her SENCo capacity, Mrs Barratt will also be spending 2.5 days each week at St Oswald's Finningley, as SENCo for that school.

Mrs Barratt is looking forward to sharing her skills and engaging in this opportunity for further professional development, whilst continuing to be employed by Canon Popham to work with the children here. This change will be on a temporary basis for the next academic year and will be monitored closely. Please be assured, this was not prompted by our conversion to academy status and was arranged prior to this. The governors felt it had many advantages for both schools and this is the reason why they agreed this change in the way Mrs Barratt works.

We will therefore be welcoming a new teacher, Mrs Rebecca Bubb, to work with our Nursery children on a part time basis alongside Mrs Wenban. Mrs Bubb is a very experienced teacher and we are looking forward to having her as part of the team. She has already met the parents of the new Nursery children at their parent information meeting last week.

As you are aware, children stay with their teacher for a 2 year cycle, for the majority of classes. The exception to this is the current Year 4, who Mr Dickman has worked with this year to complete their lower Key Stage 2 phase. Therefore, the staffing in classroom bases for next year will be as follows:

Nursery- Mrs Wenban and Mrs Bubb, with Mrs Hollis and Mrs Penhallurick

Reception- Miss Simpkin and Mrs Bennett

Year 1- Mrs Milnes and Mrs Margetts

Year 2- Miss Smithson and Mrs Drake

Year 3- Mr Dickman and Mrs Houlihan

Year 4- Mr Pitchfork, Mrs Holman and Mrs Farmery

Year 5- Mrs Clemitshaw and Mrs Mumford

Year 6- Mrs Shelton and Mrs Wilkinson.



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There are also some staff who will be working one to one with pupils who require this specific support. Because they are working with individual pupils they do not appear on the class general list above. Parents will be informed about provision for their child on an individual basis.

Mrs Brunyee will continue to work with children and run Dream Drivers.

We will also be welcoming a new Higher Level Teaching Assistant (HLTA), Miss Leah Glazzard, to work with us for 2.5 days per week. She will be working in a range of classes to add capacity to support individual pupils and groups or classes as required.

## Changes to Attendance Policy

The Local Authority will be changing the way that they respond to unauthorised absence from September 2018.

As you are all aware, good attendance is classed as a minimum of 96% (the national average) and we aim to have children in school every day in order to maximise on their learning. It can be challenging for children to catch up when they have been absent from school and therefore we have a strict policy on which absences can be authorised.

I am only able to authorise absence for:

- Genuine cases of illness.
- Specific serious personal/ family matters (by agreement) we would ask that if there are any serious family issues that would require a pupil to have a day off school, these be discussed, in confidence, with the head teacher so that we are in a position to be able to support the child in school if needed.
- The wedding of a parent.

In terms of holidays in term time:

For the majority of cases I am unable to authorise these. The only exceptions to this are:

- Where the holiday is necessary at a specific time as recuperation for a medical condition. This must be supported by a letter from the doctor or consultant.
- Where holidays are allocated by the employer and there is no alternative date possible during school holiday time. This is supported by a letter from the employer on company headed notepaper
- Where a parent is in the armed forces and is either about to embark on a tour of duty or has just returned home from a tour of duty.

All other absences will be unauthorised. The Local Authority policy from September 2018 is that where a pupil has 4 unauthorised marks (this equates to 2 days absence as children get a mark in the morning and another mark for the afternoon session) parents will be sent a warning letter reminding them of the need for pupils to be in school. Should the absence continue, this can then progress to referral to the Education Welfare Officer and a fine.

Please be aware, this is change by the local authority, not the school. This affects **all schools**. We would like to request that you carefully consider if your child's absence is really necessary. Please ensure wherever possible that routine doctor and dentist appointments are made during holidays, or that children are brought to school to receive their mark before going to their



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appointment. They should then be returned to school as soon as possible after their appointment in order to maximise on the learning time they have in school.

### **Sports Day**

It is great to have such beautiful weather. However, we are very mindful of the need to be sensible in the sun and therefore, as our sports day on Wednesday is likely to be a very warm one we would like to request that you send the children with:

- A sun hat
- Sun block/ sun screen- in a **named bottle**, that can be applied by the child themselves if you feel that your child may need to apply this before going outside.
- A full water bottle.

In addition, **if anyone has a gazebo that you would be willing to lend to us and put up** at any time on Tuesday afternoon between 1:30 and 6pm this would help us to have additional shaded areas for the children to use on Wednesday. They could then be taken down on Wednesday after school (any time up to 6pm) or during the day on Thursday.

We would need you to put up and take down you own gazebo because we do not have the capacity to put up a number of these and also to continue with teaching and learning in time for a 9am start to the KS 2 sports day on Wednesday morning!

If you are able to help with this please contact the school office.

### **Academy**

A reminder, that as of Sunday 1<sup>st</sup> July, the name of school will change to Canon Popham C of E Primary Academy. Our uniform suppliers of Cliffs and School Trends have been sent the new school logo. However, as previously stated if you have school uniform with our current logo this is still fine to use. Please do not feel the need to go out and purchase new items straight away.

As always, many thanks for your support. If you have any queries or concerns about any aspect of your child's education please feel very welcome to come into school and speak to any member of staff.

Mrs. Navas

