



SS PHILIP & JAMES' CHURCH OF ENGLAND
VOLUNTARY AIDED PRIMARY SCHOOL

Together we shine

Tuesday 3 September 2019

Dear parents,

I hope you have had an enjoyable summer break and are ready for the start of Autumn Term tomorrow. Class teachers will be sending you a class welcome letter this week but in the meantime I hope the following information about routines and expectations will be useful before you receive information from your child's teacher. Please see our website for a full [staff list](#).

Morning drop off / afternoon pick up

If your child is in Year 1 - Year 6, the main school gates open at 8.40 am at which point your child should walk round to their classroom where they will be welcomed by their class teacher. If you want to inform your child's teacher about pick up arrangements, there will be a sheet displayed for you to complete. We ask where possible that you don't go into the cloakroom because it's very busy and we want the children to have a calm start to the day.

Morning registration opens at 8.50am when the school gates will be closed. After this point, your child needs to come into school via the school office. If your child arrives at school after registration has closed at 9.00am, they will be marked in as late.

If your child is in EYFS, doors will be opened at 8.45am and locked at 9.00am when registration closes.

The school day ends at 3.05pm when your child must be picked up by an adult if they are not transferring to an after school club. Please wait for your child in the courtyard outside their classroom where your child's teacher will dismiss him or her from the classroom door. If your child is in Year 5 or Year 6 and you would like them to walk home by themselves, please email the school office giving permission for that to take place. If you would like your child to be collected by another adult, again please email the office team who will pass this information on to your child's teacher.

We understand that there are times when you may be a few minutes late picking up your child at the end of the day. Your child's teacher will take any child who has not been picked up, to the school office. Unfortunately, we do not have enough staff in the office to supervise children so any child who is still in the office at 3.15pm will be transferred to after school club and you will be charged the emergency after school club rate of £15.00.

What your child will need each day

Your child will need a water bottle, book bag or school bag, reading book, reading diary and PE kit - these can be left in school during the week. Please could we ask that you help us to return lost items to their owners by naming your child's belongings. Your child will be given a reading diary this week.



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Playtimes

We are fortunate to have climbing frames, playground games, outdoor equipment, an outdoor gym and an astro pitch for the children to use. We also have quieter areas where children can sit and read. Mr Bovey-Hull and Mr Sadler will be organising planned games each playtime which we will share with the children when they return. We ask that no toys, games or valuables are brought into school to play with.

We encourage the children to have a drink and a healthy snack at playtime. Please can we remind you that we encourage children to bring in water to drink and ask that you don't send in juice or fizzy drinks. We have children with life threatening allergies so we are a nut free school.

The start of term is always extremely busy however the office staff will do all they can to support any queries you may have. In the first instance we ask that you contact your child's teacher. Appointments can be made for you via the office office@philandjim.org.uk or 01865 311064. If you then find you would like to talk to a member of the leadership team and your child is in Early Years, please contact Ms Cheang. If your child is in Year 1, Year 2 or Year 3, please contact Miss Maund as Head of Lower School. If your child is in Year 4, Year 5 or Year 6, please contact Mr Miles as Head of Upper School. Miss Reeder, deputy headteacher and I are also always available to talk to you about concerns you may have.

Finally, we would like to formally welcome Daniel Walters, the new Associate Priest at St Margaret's Church, to our school community. We very much look forward to working with Daniel.



Hello! My name is Daniel and I am the new Associate Priest at St Margaret's Church (and St Giles') where I'll be helping Andrew with, amongst other things, school assemblies, visits to church and other church-school activities. I've recently moved down to Oxford with my family from the sunny north-west - you may have seen me around school at drop-off / pick-up times in recent weeks, as one of our children has already started here at Phil & Jim's, which we can already tell is a lovely school. I'm really looking forward to working with the school and building on the existing relationship with St Margaret's Church - if you have any ideas or comments, please feel free to get in touch at daniel@stmargaretsoxford.org All the best, Daniel

Yours sincerely,

Sarah Awuye
Headteacher