



SS Philip and James' Church of England
VA Primary School
With love we flourish
Friday 2nd September 2022

Dear Parents and Carers,

I hope you are well and had an enjoyable break over the summer. I would like to begin by extending a warm welcome to all our new children and families at Phil & Jim. We are delighted you are with us.

I apologise in advance for the amount of information in this newsletter, but we want to do our best to answer any questions you may have ahead of the first day of Autumn Term on Tuesday 6th September.

Start of the school day

From Tuesday 6th September all children will enter the school via the main school gates (next to the yellow school sign). This includes our EYFS children (a change to previous practice). We hope one entrance into school will be easier for our families, especially those dropping off at different year groups.

For our new parents to Early Years, once in school, you will walk into the main school playground. Please continue to walk past the astro turf on your left and the courtyards on your right until you reach the gates at the end of the playground, which lead into the Early Years outside area.

The school gate is opened at 8.40am and Mr Matthews, our Site Manager, locks the gates at approximately 9.00am so we can secure the school grounds and start our day. We know on occasion, your journey to school may not go to plan, so if you arrive after 9.00am, please bring your child into school via the main school reception where the office team will register your child.

End of the school day

Please collect your child from their classroom door. Teachers will let children go when they see parents or carers. Transferring care at the end of the day is important, so it may be a little slower over the first few days as teachers get to know you.

With your written permission, we allow children in Year 5 and 6 to leave school unaccompanied. If you would like your child to walk home without an adult, please give consent for this academic year by sending an email to office@ss-philip-and-james.oxon.sch.uk. We do not allow children in Year 5 and 6 to collect younger siblings.

Attendance

At Phil & Jim, we proactively encourage good attendance and punctuality because for children to learn and develop they must be in school. Children should be in school for 190 days per academic year. If your child is absent for more than 7 days in a school year, they would fall below expected attendance. Unless your child is unwell and unable to attend school, we expect them to be in school every day. There are few exceptions to our expectations around attendance. I will authorise absence for exceptional circumstances, example medical appointments that must be attended during the school day or religious festivals. Please see our [Attendance Policy](#) for further details.

We always monitor attendance closely and if we feel your child may need support with this, Miss Siobhan Mallon, SENco and Inclusion Lead, will be working with you.



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Registration times

For ease, I have picked out key information around registration from our Attendance Policy. One of the key statutory safeguarding duties all schools have, is to ensure every child is registered twice a day (Session 1 in the morning and Session 2 in the afternoon).

The registration period for the morning session opens at 8.50am and closes at 9.00am.

- The school gate will be opened at 8.40am and the register will be taken at 8.50am so pupils must be in their classroom by this time otherwise they will be marked as late in the register.
- If your child arrives at school after the register has been taken at 8.50am but before 9.00am (when the registration period closes), they will be marked in the register a late arrival before registration has closed.
- If your child arrives after 9.00am (after registration has closed) your child will be marked in the register as late unauthorised
- The register for the afternoon session opens at 1.00pm and close at 1.10pm.

For our new parents to Early Years, we know that some children might need more time to settle in the morning as they get used to coming to school each day, so we will take that into account over the first few days of school.

Staffing update

There were a number of changes to staffing at the end of last term. Kirsty Underwood has left Phil & Jim to take up a post with Thames Valley Police and Vanessa Velez has also taken on a new role. We have recruited a new office manager, Ms Shelley Williamson, who has many years of experience working in schools and so we are delighted she will be joining us in a couple of weeks. Miss Fiorentino has also resigned to start a PGCE course. Miss Fiorentino is completing her initial teacher training experience with us over the next couple of weeks so you will be able to say goodbye to her. Miss Fiorentino has worked at Phil & Jim for a number of years and I know she will be missed by all. I am sure you would join me in thanking all the staff who are leaving for their dedication to the pupils and parents at Phil & Jim.

Communication with school

Emails to your child's teacher

We will be sharing teacher email addresses with you so you can communicate directly with them rather than communicating through the school office. We hope that this will make communication with your child's teacher more efficient for everyone.

Teachers will endeavour to respond to parent emails within two working days of receiving them. To support the wellbeing of our teachers, please could I ask to you send emails to teachers between the hours of 8.30am and 4.30pm.

Miss Cheang, EYFS and Key Stage 1 Phase Leader, and Miss Buxton, our new Key Stage 2 Phase Leader, will write to you with details about how you can communicate with them and with the teachers in their team, (this will include teacher email addresses).

Teachers don't monitor their emails during the school day so if you need to share an urgent message with your child's teacher, for example a change in end of the day collection arrangements, please either telephone the school on 01865 311064 or send an email to office@ss-philip-and-james.oxon.sch.uk



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so a member of the office team can pass this on to your child's teacher.

Communication with Miss Siobhan Mallon Inclusion Lead and SENDco

If your query relates to inclusion or Special Educational Needs, please telephone the school on 01865 311064 or send an email to senco@ss-philip-and-james.oxon.sch.uk

Communication with Miss Kirsty Pape, Deputy head

If your query relates to our curriculum provision or assessment, please telephone the school on 01865 311064 or send an email to deputyhead@ss-philip-and-james.oxon.sch.uk

I am the school's Designated Safeguarding Lead and as such I have overall responsibility for the welfare of all children at Phil & Jim, please refer to our [Child Protection and Safeguarding Policy](#) for further information around our responsibilities for keeping children safe.

I am always happy to talk to you about any queries you may have so if you would like to arrange a meeting with me, please telephone the school 01865 311064 or by sending an email to headpa@philandjim.org.uk

Parent forum with the senior leadership team (SLT)

We found the parent forum meetings we held in the Summer Term useful and so we are going to continue them into this academic year (please see the school calendar for dates). We are always open to ideas from parents and carers about how we can work together to make positive changes for the children in our school.

Curriculum information meeting for parents and carers

- **Tuesday 13th September if your child is in EYFS, Year 1 or Year 2**
- **Wednesday 14th September if your child is in Year 3, Year 4, Year 5 or Year 6**

Curriculum information meetings for parents and carers will take place over two days. We will start the session by inviting you to the main school hall at 3.30pm. We will give you an overview of our curriculum and share with you how we support children's behaviour for learning in school. This will also be an opportunity for you to ask us any questions about the curriculum and assessment. After this session, teachers will invite you to their classrooms where they will talk with you about the curriculum specific to their year group. To try to accommodate as many parents with children in different year groups, teachers will run duplicate sessions 4.00pm-4.30pm and 4.30pm-5.00pm.

We appreciate that some of you may not be able to attend, so teachers will post their PowerPoints on their class pages on our website after the meeting.

Miss Mallon, Miss Pape and I will be on the playground Tuesday morning and very much look forward to welcoming the children back to the new school year.

Yours sincerely,

Ms Sarah Awuye
Headteacher



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Academic year 2022/ 23 Term dates	
Start of Autumn Term	Tuesday 6 th September
Half term week	Monday 24 th October – 28 th October
End of Autumn Term	Tuesday 20 th December <i>1.30pm finish</i>
Start of Spring Term	Thursday 5 th January 2023
Half term week	Monday 13 th – 17 th February
End of Spring Term	Friday 31 st March <i>1.30pm finish</i>
Start of Summer Term	Monday 17 th April
Early May Bank Holiday	Monday 1 st May
Late May Bank Holiday	Monday 29 th May
Half term week	Tuesday 30 th June - Friday 2 nd June
INSET (staff training- school closed for pupils)	Monday 26 th June
INSET (staff training- school closed for pupils)	Friday 7 th July
End of Summer Term	Friday 21 st July <i>1.30pm finish</i>

Autumn Term dates	
First day of Autumn Term for all children	Tuesday 6 th September 8.40am
Curriculum information meeting for parents: EYFS, Year 1 and Year 2	Tuesday 13 th September from 3.30pm
Curriculum information meeting for parents: Years 3-6	Wednesday 14 th September from 3.30pm
Prayer meeting for parents and staff	Thursday 15 th September 9.00am in school
Helping your child to read-information for parents	Tuesday 20 th September 5.30pm
Parent Forum with SLT	Friday 23 rd September 9.00am-9.45am
International Day (dress up day for pupils)	Monday 26 th September
PTA Calendar photo day	Wednesday 28 th September
PTA AGM	Thursday 29 th September 6.30pm
MacMillan Coffee morning	Friday 30 th September time tbc
Tempest individual pupil photographs	Friday 30 th September
Year 6 reunion	Thursday 13 th October 4.00pm – 4.45pm
SEND parent coffee morning	Tuesday 18 th October 9.00am-10.00am
Parent Forum with SLT	Thursday 20 th October 5.00pm – 5.30pm
Harvest Festival in Church	Thursday 20 th October
Year 6 visit to Kilvrough Manor	Monday 7 th - Friday 11 th November
Childhood Flu Vaccination Programme	Tuesday 15 th November
Prayer meeting for parents and staff	Thursday 17 th November 9.00am in school
EYFS Nativity	Wednesday 7 th December 9.30am
Key Stage 1 Nativity	Thursday 8 th December 9.30am
Christmas Jumper Day for pupils	Friday 9 th December
Christmas school lunch	Friday 9 th December
Parent Forum with SLT	Monday 12 th December 3.00pm-3.45pm
Key Stage 2 Carol Concert St Margaret's Church	Tuesday 13 th December 6.00pm-7.00pm