



Thursday 5th January 2023

Dear Parents and Carers,

Happy New Year! We hope you had a good break over the holidays, and you are looking forward to the Spring Term.

As we begin the term, I wanted to share some small changes we are making to routines in school and to share some useful information.

From today, we are staggering lunchtimes across the school to give the children more space to eat in the hall and more space on the playground to play. All children will still have an hour for lunch and will still be able to visit the library but the timings have changed to the following:

- EYFS: **11.30am-12.30pm**
- Years 1, 2 and 6: **12.00pm-1.00pm**
- Years 3, 4 and 5: **12.30pm-1.30pm**

Cloakrooms and children's belongings

Thank you for supporting your children to become more independent coming into school in the morning. Now it's the Spring Term and the children have learnt routines and expectations, we are now asking you to support your child to come into the cloakroom by themselves.

It is important the children come into a calm, safe space. Please remember there are toilets in the cloakrooms and children need to be able to easily access the facilities. We also have children who become dysregulated when faced with lots of people in a tight space. Thank you for your support.

We appreciate you may be looking for lost property. This is located in the store cupboard outside the Year 6 classrooms. Please could we remind you to name your child's bag, lunchbox, water bottle and any item of clothing your child is likely to remove so if it becomes lost, we can return it to your child. As a reminder, we keep lost property for a term before we recycle it.

Smart Watches

We permit the children in Year 5 and Year 6 to bring mobile phones into school because with written parental consent, the children can leave school without an adult. For safeguarding reasons, all phones must be turned off at the start of the school day and we store them in the school office. We do not permit children to wear smart watches in school (even the ones that can be disabled). If you would like your child to wear a smart watch to and from school, they will be required to follow the same policy as we follow for pupil mobile phones i.e. watches must be handed in at the start of the day and collected at the end of the day.

Registration times

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).



SS Philip and James' Church of England
VA Primary School
With love we flourish

The registration period for the morning session opens at 8.50am and closes at 9.00am. The school gate is opened at 8.40am and the register is taken at 8.50am. This means that your child must be in their classroom by 8.50am to be marked in as present and on time.

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 as 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 absence. The register for the afternoon session opens at 1.00pm and close at 1.10pm. Please note that lessons start promptly at 9.00am.

In summary:

8.40am gates open

8.50am register is taken

9.00am first lesson of the day starts

Reporting absence

Please send an email to office@philandjim.org.uk or telephone 01865 311064 before school starts to let us know if your child is going to be absent. Please give your child's name, class and reason for absence. If your child is unwell, please provide details such as vomiting, flu, chickenpox so we can monitor if there are multiple cases. We must have a reason for all absences each day so please inform us if your child is not able to attend, not just the first day of absence.

Parent/ teacher meetings and Snapshot Reports

Parent/ teacher meetings will be taking place on Tuesday 7th and Wednesday 8th February in school (rather than virtually). Mrs Williamson will send you a Parent Mail next week explaining how to book an appointment with your child's teacher.

Tomorrow you will be sent a Snapshot Report which contains assessment information about your child's attainment in Reading, Writing and Maths. The report will also contain information about your child's attendance for Autumn Term. Attendance for your child is shown in the form of a percentage. It will also show how many authorised and unauthorised absences they have had. Please note that this is calculated in number of sessions missed. 2 sessions is equivalent to 1 school day.

If you have any questions relating to attainment, please do share these in the upcoming parent/ teacher meetings with your child's class teacher.

Finally, I would like to welcome Artemis, Ismene, Ursula, Zubin, Zulfiqar and their families who joined our school community today. We are delighted to have you with us.

Yours sincerely,

Ms Sarah Awuye, Headteacher



Academic year 2022/ 23 Term dates	
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 1.30pm finish
Start of Summer Term	Monday 17 th April
Early May Bank Holiday	Monday 1 st May
Additional Bank Holiday	Monday 8 th May
Late May Bank Holiday	Monday 29 th May
Half term week	Tuesday 29 th May – 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 1.30pm finish

Spring Term dates	
Classic Poetry and Recital Projects	Monday 16 th – Friday 27 th January
Parent/Staff interfaith breakfast meeting	Tuesday 17 th January 9.00am
Classic Poetry and Drama competition	Tuesday 24 th January
OCS football final Y6 to be played at Phil & Jim	Friday 27 th January 10.00am
Journalism Project	Monday 30 th January – Friday 10 th February
Parent Forum with SLT	Tuesday 31 st January
NSPCC Number Day	Friday 3 rd February
Children's Mental Health Week	6 th – 12 th February
Parent / teacher meetings EYFS - Year 6	Tuesday 7 th February
Parent / teacher meetings EYFS - Year 6	Wednesday 8 th February
Safer Internet Day	Wednesday 8 th February
PTA Quiz night	Friday 10 th February
Charles Dickens Project (4 weeks)	Monday 20 th February – Friday 17 th March
Experience Lent in Church	Wednesday 22 nd – Thursday 23 rd February
Parent Forum with SLT Interfaith focus	Friday 24 th February 9.00am
World Book Day	Thursday 2 nd March
Parent/Staff interfaith breakfast meeting	Thursday 9 th March
Victorian School Day (Charles Dickens)	Thursday 9 th March
PTA Family breakfast	Thursday 16 th March
Y6 Talent show	Friday 17 th March
Comic Relief Day	Friday 17 th March
Assessment week begins	Monday 20 th March
Parent Forum with SLT	Wednesday 22 nd March
Science Week begins	Monday 27 th March