



Downton Church of England VA Primary School

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Headteacher: Mrs Paula Carlton BA (Hons) QTS NPQH

Deputy Headteachers: Mrs M Ford BA (Hons) Mrs A Bates BSC (Hons)



Tuesday 5th of September 2023

Dear Parents and Guardians

Welcome Back

We hope that you have enjoyed the summer holidays; it was lovely to see you all on the gate this morning. The children looked smart, well rested, and happy. We have been enjoying hearing about your summer holidays and are really impressed by the settled and enthusiastic start to the school year. We know that many people find it reassuring when we send out a reminder about some of our school procedures, and following your feedback from the parent survey last year, we know that you find these communications useful. As ever, if there is anything that we need to know, or anything about which we can provide reassurance or clarity, please don't hesitate to get into contact by using the details at the top of this letter.

Key Stage Letters

By the end of the week, each phase team will have sent home a parent letter outlining key information for the year. Please look out for these letters as it will include important information, especially for our new EYFS parents.

Start of Term

As usual, when the children are dropped off at school, the gates open at 8.40am and close at 8.50am. When children are dropped off at school, they should go straight into class. At 8.30am the white gate will open to allow the children to wait safely until the main gates are open at 8.40am. There are always adults from the Senior Leadership Team on the gate and adults by the main doors, so if you have a message to pass onto the teachers, please let one of us know. If your child is anxious about being dropped off, encourage them to meet with a friend to go into the classroom, or please speak to a member of the Senior Leadership Team so that we can make arrangements to support your child's arrival routine – we do walk in with individual children if required.

Drop off & pick up

Our drop off and pick up times are staggered so that we can ensure that everyone is safe.

	Reception	Years 1 and 2	Years 3 - 6
Drop Off Time	8:50am	8.40am	8.40am
Collecting Time	3:05pm	3.10pm	3.15pm

Please Note: Gates close at 8.50am, after which your child will be marked as late in the register.

Pick Up

Middle Playground (via the Memorial Gardens or white gates)	Top Playground (via the white gates)
Year 1-2 Year 5-6	Year 3-4



Please try to be prompt to collect your child(ren). If you are picking up more than one child, please collect the youngest sibling first, whilst your other child / ren waits with their class teacher/s. If you are running late, for safety's sake your child/ren will be looked after in the School Office. Please collect them from the Office.

School Gateway/ School Comms

Email communication will remain unchanged and, along with calling us, of course, is how you should continue to communicate with us. Please do not email teachers directly. All email communication goes via the school admin address.

We are a cashless school and payment for lunches, trips and clubs should be made via School Gateway If you are unable to do so, please speak with the office team.

Please don't hesitate to let us know if you are having any problems using School Gateway or have any questions. We will do our very best to help.

Walking/Cycling home Independently - Years 5&6

Only children in Year 5 and 6 are allowed to walk home alone. Further information about this is included on the Year 5/6 parent letter that will be sent home at the end of the week.

Mobile Phones

Those children that do walk home independently are permitted to bring a mobile phone into school which they can use on their journey to and from School. Year 5/6 children hand their phones into their class teacher who will then send them down to the school office for safe keeping. There are no circumstances where it is acceptable for a child to have their mobile phone with them during the school day.

The children must switch their phones off on arrival at the school gate and they can be switched back on again once they have left the School premises at the end of the day.

Uniform:

It is important that all children wear the correct school uniform, and they should wear this with pride – it is part of our identity as a school, and children should be encouraged to be proud of themselves and the school at all times. We have high expectations of how children present themselves and, whilst we know this may sound like a nag, we will be ensuring in September that the children wear the correct uniform, and dress smartly – including wearing ties properly and tucking in shirts. Please support us, by providing the correct school uniform.

As a reminder, our school uniform consists of:

	Expectations for uniform
Winter uniform	<p>Blue Downton Primary School jumper or cardigan *</p> <p>Grey skirt/trousers/pinafore dress (of reasonable length) or grey trousers</p> <p>White shirt / blouse</p> <p>Black school shoes</p> <p>School tie (elastic for KS1)</p> <p>Grey or white socks or grey tights</p> <p>Blue or black modest hairbands</p>
Summer uniform	<p>Blue Downton Primary School jumper or cardigan *</p> <p>Blue Downton Primary tank top (optional) *</p> <p>Blue and white checked dress (of reasonable length)</p> <p>Grey shorts (of reasonable length) or trousers</p> <p>Black school shoes or sandals. Sandals must be substantial and safe for running around at playtime. Children are not permitted to wear open toe shoes without socks. Children are not permitted to wear shoes with platforms and / or high heels.</p> <p>Grey or white socks</p>



	Blue or black modest hairbands
PE kit	Downton hoodie * Blue t-shirt with school logo * Royal blue or navy shorts Plain navy leggings or tracksuit bottoms Trainers (Velcro fastening KS1) <i>NB: Children can wear their school jumper/cardigan in place of a Downton hoodie</i>
Jewellery	For reasons of safety, jewellery, except for stud earrings, should not be worn in school. If stud earrings cannot be removed for PE activities and playtimes, because they have recently been fitted, parents must supply sticky plasters to cover the earrings. Watches may be worn.
Other	Children are not permitted to have coloured hair or wear nail varnish. Downton book bag *

Plain black shoes or plain black sandals with heel straps. High heel shoes, **open toed** shoes and shoes above ankle height are not permitted.



If you have any problems purchasing School Uniform, please let us know, as we may be able to help. If you are entitled to Free School Meals, we provide your first “blue” purchase (hoodie, cardigan or sweatshirt, tie and PE shirt) in your first term of being eligible.

Finally, it is vital that all clothing items (particularly cardigans, hoodies, sweatshirts, ties and coats) are clearly (and permanently) named. We cannot return un-named items to the correct pupil. All un-named lost property will be held for a week and then sold as second-hand items.

For safety’s sake

Hair which is beyond shoulder length should always be tied back whilst in school.

Plain stud earrings are allowed to be worn – one in each ear (these need to be removed or taped over on PE lesson days).

Again, for safety and to avoid upset, other than watches, jewellery is not permitted to be worn at School – if it is, children will be asked to remove it, and it will be kept safely until a parent/guardian is able to come into school to collect it.

Lunches

Please remember that the Government’s Universal Free School Meal scheme does not extend into Key Stage 2 – so, in Year 3, you will not automatically be entitled to Free School Meals or a free snack at break time. If you think you are entitled to Free School Meals, please apply using the link:

<https://www.wiltshire.gov.uk/schools-learning-free-school-meals>

Even if you don’t want your child to have meals every day, or at all, there are benefits to you and the School if you successfully apply for Free School Meals.



Attendance

The Government reiterates strongly that school attendance (unless elective home education is the preferred approach) is compulsory, and that it is the duty of schools to report all absences to the Education Welfare Service, which will follow its normal processes (including fining persistent absentees). Don't forget: Should your child be unwell or unable to come to school please let the School Office know, by telephone or email communication, by 9.00 am each day.

Staffing Structure

Class	Teacher	TA
Rabbits	Mrs Job	Mrs Dunlop & Mrs Hall
Squirrels	Mrs Barclay Mrs Wells (Friday)	Mrs Humphreys
Dormice	Mrs Guilfoyle	Miss Gardner
Hedgehogs	Miss Brown	Mrs Pollard Mrs Jones
Foxes	Miss Till	Miss Gayle
Kestrels	Mrs Wakeman Mrs Payne (Friday)	Mrs Arnold and Mrs Emmerson
Hawks	Mrs Maddison (Monday- Wednesday) Rachel Johnson (Thursday – Friday)	Miss Livingston
Badgers	Jen Sadler (Monday- Wednesday) Lisa Thomas (Thursday – Friday)	Mrs Dee Mrs Dodd
Falcons	Millie Palmer	Miss Emm
Stags	Jez Howell	Mrs Yevko
Owls	Emma Abel	

Teacher Training Days

The remaining Teacher Training Day for the year are: Wednesday 18th October 2023, Monday 19th February 2024 and Monday 24th June 2024.

Each Year Group has an engaging and cross curricular topic prepared for September; topic maps, Knowledge Organisers and Phase Letters will be sent to you soon along with dates for the term, so there is much to look forward to.

Acceptable Use Policy

Please find below an appendix from our Acceptable Use Policy that is available in full on our school website. We assume all parents agree with this. However, if you wish to disagree to this, please contact the school office by Friday 15th of September 2023.



Permission Form

As the parent/carer of the above pupils, I give permission for my child to have access to the internet and to ICT systems at school.

Either: (KS2 and above)

I know that my child has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of the safe use of technology and the internet – both in and out of school.

Or: (KS1)

I understand that the school has discussed the Acceptable Use Agreement with my child and that they have received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

As ever, we thank you for your continued support and if there is anything that we need to know, or anything we can do to help you and your family prepare for the new year, please contact us.

Yours sincerely,

Paula Carter

