



Kentidge Way, Waterlooville,
Hampshire, PO7 3BE
Headteacher: Mrs Sue Patrick, B.Ed., NPQH

T 023 9224 4010
E office@berewoodprimary.co.uk
W www.berewoodprimary.co.uk

Thursday 29th March 2018

Dear Parents and Carers

I send this final letter of the term to you with our very best wishes for a happy and peaceful Easter break, and looking forward to seeing you all again on Monday 16th April, together with a few reminders, and staffing and diary updates.

Staffing updates:

Today we said goodbye to Mrs Kerry Kay as she starts her new career working with new mothers as part of the maternity team at QA Hospital, and to Mr Scott Robson who is completing his teacher training at one of our other University of Chichester Academy Trust Schools, Court Lane Infants in Portsmouth. Mrs Pamela Shukla was also able to call in and see the fantastic year 3/4 Wind in the Willows production and have her farewell which was interrupted by the snow. Mrs Noele Randall has now completed her period of teacher training with us and also moves on to another Trust school for the final term of her training. I know you will join with us in wishing them all every success and happiness in their new places of work. However, as we say our goodbyes, please do also help us to welcome two new colleagues next term; Mrs Sarah Southey and Mrs Lisa Jacobs will be joining us as teaching assistants based in key stage 2.

Diary update:

You may have noted that on Thursday 3rd May the school is being used as a Polling Station. We will remain open for all children that day, with the hall being used as the Station keeping all visitors separate from the children and the rest of the school. However, this will have an impact on lunches that day, and only packed lunches will be available- an order form for this will come to you nearer the time.

Office and organisational reminders:

Thank you for helping us to manage safely our tighter arrangements for locking the school promptly at the start of each day at 8.45am. To help us with the registration of these pupils, a signing in register will be at the front desk together with a choices list for school dinners, so that the children can be ready as quickly as possible for their early morning activities. Please would any parents arriving after 8.45am add their child to the list and note their dinner preference. It may also be helpful to make you aware that any child arriving after 9.15am is recorded as an unauthorised absence.

The school office is manned from 8am each morning and until 4pm each evening, but as many of you are aware it is a very busy place at the beginning and end of each day, and I therefore write to respectfully request that:

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- Unless there is a matter of urgency, children are taken to their classes before any visits to the office are made. To support this change the office doors will be opened in line with the wider school site at 8.30am
- Wherever possible the school answerphone or email systems are used to send any messages or queries on to the school. The office team will always answer these swiftly and ensure that any key messages are shared in a timely fashion, with staff calling you back should that be helpful. You may also email the teachers directly on their school email addresses, but be aware that they may not access them immediately
- All queries relating to the classrooms, such as curriculum, lost equipment or homework related ones, are best answered by the teaching team, although they are always busy from the arrival of the first child and are more available at the end of the day
- All absences are reported through the school answerphone and that the school is informed in advance of any appointments made during school time, so that your child can be ready for you

I also, rather sensitively request that there is a reduction in use of the staff toilets in the school office, as the children can always be reminded to use their school toilets before going home if a longer journey is likely, thank you.

A last reminder relates to the before school Wake Up club run by Active8 and the after school provision, Growing Places. Both are growing in numbers to reflect the school's wider growth, but they are available for all, as both a club to support working parents and a fun activity club for children around the school day. If you would like their contact details please phone the school office as they are usually able to help even with short notice concerns. Please do let the office know if you are running late, as we will always oversee that need, but keeping children in the library at the end of the day is not a provision that can be in place on a regular basis.

And finally!

Please forgive the long list of reminders as we end the term, but we need to continue to plan for our school's growth and are expecting to have about 300 children on roll for the next academic year. Helping us to get the systems right at this time is a really important part of our development, and your feedback on these changes, as well as suggestions for other ways of making the start and end of every day run smoothly is most helpful. I will, of course, continue to try to be available at the front of the school in the mornings- it is one of my favourite parts of every day- who else gets a smile and welcome from 250 happy and smiling children and their parents? Thank you for making my day start well!

Have a wonderful holiday,
Kind regards

Sue Patrick
Head teacher