



Chesterton CE Primary School
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Headteacher: Mrs V Woods

Dear Parents and Carers,

I am writing to you to explain how we are moving forward in some key areas of the day to day life of school. In particular communication, celebrating success, how the children will play a bigger part in contributing their ideas to school development planning and improving the opportunities at lunchtime, and after school.

Communication and Start of Day.

Teachers and administration staff are now meeting with me daily at 8.30am for an information briefing. This means that everyone is up to date about what is happening in school and messages about events can be securely and reliably passed on including communication from parents and issues that have arisen in the previous day.

The school day does not start for children until 8.50am. In order to allow our meeting and also for teachers to be able to finalise their preparation for the day, **the classroom doors will remain locked until 8.50am.** From 8.40am a member of staff and usually myself will be on the playground to supervise children who arrive between 8.40 and 8.50am. **You are very welcome to leave your children with us from 8.40am, but not earlier.** At 8.50am the bell will ring and the children will go to class in the same way that they do for the other starts of sessions during the day.

Celebrating Success

I firmly believe that success breeds success and should be celebrated at every opportunity. Therefore children who receive a weekly 'Well Done' certificate from their teacher in assembly will now have their success rewarded by being recorded in our Celebration Book and also by being invited to Afternoon Tea with myself on a weekly basis. The Celebration Book can be seen in the school entrance.

I am also eager to share out of school success with the children. So if there is a swimming certificate, dance medal, football trophy or the like, please ask your child to let me know and we will share their success in assembly. If they have a special skill or talent that they would like to show, for example playing an instrument or dancing, I am happy for them to use an assembly slot to perform to an audience.

School Council

Helen Hayes supports school not only as a Governor but also by running School Council. We have agreed that this should double in size, so allowing 2 pupils from each year group to represent the pupil voice. They will be meeting twice monthly, alternatively with myself and Helen. They will be working on the Bicester Learning in Partnership school gardens project through Blip Kidz and also with me on developing opportunities for improved lunchtimes, playtimes and after school ideas; as well as contributing to general school developments by representing the ideas of the whole school. I hope this increased commitment and expansion of School Council will allow more children to feel part of the democratic system and also to ensure that we are moving school forward whilst listening carefully to the ideas of the most important people in it – the children.

Lunchtime and after school opportunities

As mentioned above, I want to make time outside the classroom as much fun as possible for all. I am currently working with the staff to reorganise some lunchtime timing arrangements and to get some additional opportunities both outside and inside set up for children to enjoy their lunchtime play. I am also looking at additional opportunities we may be able to organise to expand the after school activity options. I will keep you and the children well informed of these developments.

End of Day

Please can I remind you that if children are playing on the adventure equipment from 3.15pm that their supervision, and therefore safety, **is the responsibility of the person collecting the children and NOT school staff.** I am aware that there have been accidents out of school time and would ask that children are supervised properly. The only alternative is to prevent children from playing after school and that is not an option that I would wish to take. Thank you for your co-operation with this matter.

I hope this information is helpful and understandable. You will receive the regular termly letter from the class teachers about what the children are learning after this week.

Finally, can I draw your attention to the attached adverts for vacant posts at school which we are very keen to fill as soon as possible. Please pass the advert on to any interested parties you may know, the wider the circulation the better chance of securing the right candidates.

Again thank you for your support and welcome to Chesterton, I look forward to continuing to develop the opportunities for your children to have a very successful time at our school.

Yours sincerely

Victoria Woods
Headteacher

Site Manager Required

We are looking for a Site Manager for our school to work 20 hours per week Monday to Friday. We are flexible on when the hours are worked, although we will require the Site Manager to be in school every day. Some flexibility will also be required to lock up the school on some evenings and weekends when we let the hall.

The role will cover the areas of security, cleaning, general premises maintenance/repairs and health and safety.

For more information, please contact the school office on 01869 252498 or email: office.3082@chesterton.oxon.sch.uk

Catering Assistant Required at Chesterton School

6.25.hours per week @ £6.63 per hour.

11.45am to 1pm, Monday to Friday, term time only

Duties include setting up and dismantling furniture for hot meals, serving meals to children, and sweeping hall floor, packing up delivery boxes for collection.

Successful applicant subject to CRB and safer recruitment checks in accordance with County Council policy and UK legislation.

For more details and an application pack please contact Julie Brown on 07979501237