



Urchfont C. E. Primary School

Cuckoo Corner, Urchfont, Devizes, Wiltshire, SN10 4RA

Tel: 01380 840793

Email: admin@urchfont.wilts.sch.uk

5th September 2018

Dear Parents,

Welcome to our new families and welcome back to everyone returning for this new academic year. I hope everyone had a super summer holiday.

The staff have been busy making the school look fresh and ready to start another exciting year. This has been later in the summer break than usual as we have had drains contractors on site until last week

My continued thanks goes to parents who use Parent Pay and check the school Facebook page. However, I would urge all parents to read the weekly Peek of the week carefully as it is the main way we communicate what is happening in school, ie if clubs are being cancelled. A new feature for communication this year is that each class has its own email address so parents can contact teachers directly with short messages or queries. These emails may not be checked daily so please contact the school office via admin@urchfont.wilts.sch.uk if you have an urgent message.

The emails addresses are:-

Robins – robins@urchfont.wilts.sch.uk

Chaffinches – chaffinches@urchfont.wilts.sch.uk

Woodpeckers – woodpeckers@urchfont.wilts.sch.uk

Owls – owls@urchfont.wilts.sch.uk

We are pleased that Parent Pay has eased paying for educational visits, swimming etc. Please remember that you can also give permission for your child to attend an event/visit etc using Parent Pay. A tick of a box is all we need. Last year, I reminded parents that they will receive an initial communication about an event and one reminder. This may be sent to individuals or to the group/class. We do have a policy in place that if no permission is received following the reminder we will assume that you do not give permission and your child will not attend the event and will remain in school. I'm sorry if that appears unfair but my office staff cannot waste the time they have chasing permission from parents. I am also repeating my request from last year asking parents to make their voluntary contributions one week before the event, as we will need to assess if we can cover the costs. If not, the visit may need to be cancelled.

This term we will be holding parents evening, welcome back to school meetings as well as the Year 5 & 6 residential visit to the Isle of Wight. Along with Mrs Groves and Mrs Marshall, I will be away from school for the week beginning 17th September until 21st September. Mrs Underwood will be in charge in my absence.

Please remember we operate an open door policy. I try to be visible before and after school in the garden room area if you need a quick word or you can make an appointment if you require a private word with me or my staff. If you have messages to give to the class teacher such as changes to who's collecting your child, please come to the main reception and the office staff will direct you to the message sheets.

Yours Sincerely,

C.E. Talbot

Mrs Carol Talbot
(Head Teacher)

