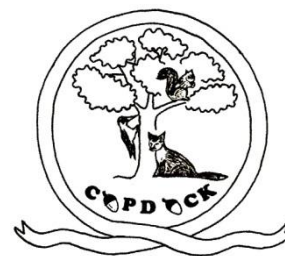


Copdock Primary School

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Welcome back to a new school year!

We hope you have all had a wonderful summer with lots of outdoor fun and time together as a family.

New children and staff

This term we extend a warm welcome to our new Reception children:

Harley, Evelyn, Joshua, Albert, Sofia, Jack, Lucas, Otis, Jeziah, Phoenix, Una & Elliot

We also welcome Mrs Kelly Lancaster to Foxes class.

Staff have been busy preparing for the new term, organising the classrooms, planning curriculum activities and getting back into the routine of school life.

I am sure you have also been preparing your children for the return to school, so they have a **positive start** to the week on Wednesday 6th September. We can't wait to see them arrive wearing a **big smile** and I am sure they will



look extremely smart in their **new uniforms**.

The gate will be open from **8.35am** ready for a prompt start at 8.45am. Parents are welcome to walk their children into school where they will be greeted by their class teacher on the main playground at **8.40am**. Mrs Wilson will greet parents and children

at the gate as usual, and a member of staff will be available on the playground to supervise any children who walk into school without an adult. **Please try to walk to school if possible and always park sensibly near school or in the village to ensure the safety of our families and wider community.**

When the bell rings, children in Foxes will go straight into school; other children will line up in their usual groups to be led into class by their teacher. A big hug and cheery wave usually sets them up for the day.

Please note that teachers will need to be in class with the children so will not be able to chat on the playground at the beginning of the day. They will be available after school each day at 3.15pm once children have all been safely collected.

School finishes at 3.15pm. Parents/carers can access the playground from 3pm ready to greet their children. Once handed over, please supervise your children carefully so they leave the site safely. If your child is in year 5 or 6 and you would like them to leave the school site unsupervised, please confirm in writing so we have your permission to release them. It is important to prepare them for this in advance so they know how to make positive choices to keep themselves and others safe. We will also discuss this with them in school.

Home-School Partnership

We are keen to promote a strong sense of belonging to our school community for both children and parents and therefore we would like all parents to join us for a welcome back event on **13th September from 6pm**. This will be an opportunity to meet your child's class teacher, explore the expectations of day to day life in class, routines, homework and approaches to support learning, and how you can best support them at home too. We will share information about homework, what the children will need and the important ways we will share information with you during the year. It will also be an opportunity to mix informally with staff whilst sampling refreshments kindly provided by our new catering company. As we appreciate that child care can sometimes be a challenge, we will have a member of staff available to supervise children during this time. **Please complete this form to let us know you are attending and whether you need a place for your child.**



Things to note...

We have a few important dates for you as we start the new term (see below). However, you can access our website calendar regularly to keep up to date with activities and events throughout the year. [Bentley CEVC & Copdock Primary Federation: Our Calendar \(bentleycopdock.co.uk\)](#)

As the new school year begins, we know some parents are also keen to know **term dates** in advance, so special events and holidays can be booked avoiding school time. These are also available [here](#). There are 190 school days in the academic year leaving 175 days free for families to plan special time together.



School dinners – we have a new caterer providing schools meals and we hope this will see more children trying the menu which is available on the website [here](#). Meals cost £2.50 for Key Stage 2 children and can be ordered by children each day during registration. If you think you may be eligible for free school meals please see the information [here](#) or contact the school office.

Communication and sharing of information – [see parent guide to support navigation](#)

Data forms and privacy statements – Every year we need to check we have your correct contact details and at least two emergency contacts. We will be requesting any amendments in the next week or so but please do let us know of any changes you are aware of.

Regular news – every Friday morning you will receive an email from school with important information, upcoming dates and events. Please read this carefully or check out the [website news page](#).

Class and Curriculum information – our school website has pages for each of our classes. Information is available on these pages for parents to access. This includes a timetable of the school week showing how the day is structured, homework and topic information and a curriculum map for each half term as we progress through the year. The curriculum map for this half term will shortly be placed on the [class page of the website](#) for reference and will be included in each child's Learning Journey. This will detail some of the opportunities and experiences planned for your child and we would love to hear from you with offers of help or resources to support learning on these topics.

Class blogs – these can be accessed via the class page or at the top of the home page on the website. Teachers will add information and updates ready for the beginning of each new week so please do keep an eye of this.

Open Door Policy

Working in close partnership with families is an important part of our school ethos. We are always keen to get the children in and engaged in learning tasks very promptly in the morning, so teachers are accessible at the end of the school day. If you have any questions or need a quick chat about any concerns feel free to call in after school; alternatively make an appointment in advance so we can give you the appropriate time and space to discuss your queries.

As the school office staff are busy on the gate in the morning, please use the collection box or postbox to hand things in if you are in a rush. We welcome emails and phone calls to relay any messages, which will be shared with teachers as required.

Worried about your child?

Returning to school is an exciting time for most children but sometimes it can come with worries or anxiety about the new school term. These are normal responses and SCC have some materials and top tips on their website to help you and your family to manage the transition back into school. [Five Tips for Families | Suffolk County Council](#)

Dates to come...

Friday Sharing Assemblies – Family Assemblies will continue each week on a Friday afternoon at 2.45pm, where we will celebrate learning and successes together. Adults are welcome to attend these weekly assemblies throughout the year and the **first official sharing assembly will be on 15th September**. A select few children will continue to share their learning as part of these assemblies so please check the [attached overview](#) for the term. Each class will also lead an assembly at some point in the year, so look out for these dates. Our goal continues to be actively encouraging all individuals to have high expectations of themselves and others, be positive and resilient in their approach and to challenge themselves in their learning. Please celebrate any new learning with your child at home and recognise their efforts to take responsibility and work hard to overcome any challenges they may face. We do ask for phones to be on silent and little ones to be supervised if they attend too please.



Macmillan Coffee Event – our annual fundraiser will be taking place on Friday 29th September at 2.30pm. As usual, all classes will be entertaining parents and visitors as they relax with refreshments for a donation. More info will follow but save the date!

Harvest - we hope to visit the church for our Harvest Festival again and will notify you of the date as soon as we have it confirmed.

Swimming – swimming will begin on Monday 11th September for most children in Year 3/4. A letter will come out this week for you to sign and return. Please ensure they have costume/trunks available for next week.

PE days – On PE days, children will come to school in PE kit. Older children may bring a change of t-shirt. We will notify you of PE days via our website class pages/blogs and in weekly news. See communication info for more details.

Reception Baseline – all children in Reception will be taking part in the statutory baseline assessment within the first few weeks of being in school. This is an opportunity for the staff to gain a more detailed understanding of each child's starting point as they enter primary school. [A leaflet is attached for information.](#)

We look forward to supporting you and your child to have a positive start to the new term.

Kind regards,

Joanne Austin

Executive Headteacher
Bentley CEVC & Copdock Primary School Partnership