

TUESDAY 5TH SEPTEMBER 2023

STOUGHTON INFANT SCHOOL & NORTHMEAD JUNIOR SCHOOL NEWSLETTER

Headteacher's Message

Dear Parents and Carers,

A huge very warm welcome to the start of the academic year, I hope that you all had a great summer break.

We are very much looking forward to welcoming the Year 1 through to Year 6 children tomorrow morning and our youngest children later in the week.

Nursery and Reception parents, if you need a reminder of when your child's first sessions are you can find them in your welcome letter.

Both schools have had a great two days of INSET together - getting to know each other and working through ideas about how we can make the educational experience of the children of Stoughton even better! It has been wonderful to work with such passionate and dedicated staff who truly want the best for your children.

As many of you are aware there is a new leadership structure now in place at Stoughton Infants and Northmead Juniors. I will be leading over both schools and below is how I will be splitting my time (subject to change). The Deputy Headteachers from both schools don't have class responsibilities, enabling them to be available for staff and parents. I will be working with them extremely closely with them.

Morning	Afternoon
Stoughton	Northmead
Stoughton	Northmead
Flexible	Flexible
Northmead	Stoughton
Northmead	Stoughton

The Deputy Headteachers from both Northmead (Denise Lewis) and Stoughton (Rachael Pollard) will be on the school gates at the beginning and end of the school day with myself and the Home School Link Workers (most days). Northmead's Home School Link Worker is Wendy Cook and Stoughton's Home School Link Worker is Claire Marrow. Their contact details are below.

Phase/Year	Teacher	Email
Stoughton Deputy Headteacher	Rachael Pollard	rpollard@Stoughton.surrey.sch.uk
Northmead Deputy Headteacher	Denise Lewis	Denise.lewis@Northmead.surrey.sch.uk
Stoughton Home School Link Worker	Claire Marrow	clairemarrow@stoughton.surrey.sch.uk 07561 220827
Northmead Home School Link Worker	Wendy Cook	Wendy.cook@Northmead.surrey.sch.uk

Phase and Year Group Leaders

Your first point of contact if you have any queries about your child should be your child's class teacher. If you don't feel able to approach your child's class teacher with your concern the next person you should contact is your child's phase or year leader.

Please be mindful that teachers are discouraged from responding to emails outside their working hours.

Phase/Year	Teacher	Email
Nursery	Rebecca Coles	rcoles@Stoughton.surrey.sch.uk
Reception	Rachel Horton	rhorton@Stoughton.surrey.sch.uk
Year 1 & 2	Shane Vickery	svickery@Stoughton.surrey.sch.uk
Year 3	Laura Ramsey	Laura.ramsey@Northmead.surrey.sch.uk
Year 4	Caitlin Webster	Caitlin.webster@Northmead.surrey.sch.uk
Year 5	Marcia Richardson	Marcia.richardson@Northmead.surrey.sch.uk
Year 6	Alastair Kemp	Alastair.kemp@Northmead.surrey.sch.uk

Reminders/Information

Reporting Absence for both schools

Please report your child's absence using Studybugs app or the school's absence line ASAP on the morning of absence.

If we do not hear from you the school will:

- Call the main contacts provided
- Send a Studybugs message
- Send a SMS via ParentMail
- Contact all emergency contacts listed

If we haven't heard anything after using the methods above, a risk assessment will take place and it is likely that a home visit will be carried out.

We are diligent and conscientious about doing this as we have a duty to safeguard the children and know where they are when they aren't attending school.

Drop off and Pick up Procedures at Northmead

Initially, at the beginning of the school year, we would encourage parents to walk their child into the school playground to ensure that they feel confident about where they are going. Year 3 parents, your child's class teacher will be on the playground for the first few days to ensure that they are welcomed and know where they are going. After this, a member of staff will always be present by the tree to provide support to any child that needs it. You're always welcome to accompany your child into the school playground.

At the end of the day, all children will be led onto the school playground at the end of the day by their class teacher. This is a good opportunity to ask a quick question or arrange a suitable time for a more in depth conversation. Please be mindful that they may kindly ask you to wait whilst they safely dismiss all the children.

For safeguarding purposes we will be asking parents/carers to complete a ParentMail form for how they wish their child to travel home. The options are detailed below.

Year 3

All children need to be met in the school playground by a parent/carer.

Children with a Year 5 or 6 sibling may be able to walk to the top of the drive and be met by a parent or carer from the spring term (Jan 24). Parents can discuss this with us in the new year.

Year 4

All children to be met in the school playground by a parent/carer

An exception to this is if you give permission for them to walk up the drive with an elder sibling from Year 5 or 6. They will not be permitted to walk up the drive on their own until they are in Year 5.

Year 5 and things in the past

Be met on the school playground by their parent/carer

Walk to the top of the drive to be met by their parent/carer

Travel home independently

Year 5 and Year 6 children cannot be responsible for walking home younger siblings. They can walk with them to the top of the drive where they are met by their parent/carer.

Staff will always be on duty at the end of the day at the top of the drive.

If your child is cycling to or from school a cycle helmet must be worn at all times.

Stoughton Alleyway Gate

The Stoughton alleyway gate is locked at 3:20pm. This is to ensure that the school site is safe for children attending after school clubs and activities.

Unfortunately, if you approach the gate after this time, you will need to walk along Grange Road and right into Stoughton Road.

Leaving School Sites at the End of the Day

Please leave the school sites promptly at the end of the school day so we can keep them safe for children attending after school clubs and activities. There are many local meet up spaces for the children to continue their play such as Stoughton Rec, QEP Green and Cardswell Keep. Thank you for your understanding.

Medical and Allergy Information

Please ensure that you hand in any medicines to the school office, such as inhalers and epi-pens. You will be asked to complete a form to grant staff permission to administer medication.

Children can develop allergies at any time. Please ensure that school are informed of any allergies your children may have.

