



DOWNSWAY PRIMARY SCHOOL

Warbreck Drive

Tilehurst

RG31 6FE

Telephone: 0118 942 1362

Headteacher: Mrs K. Ayres

E-mail: office@downsway.w-berks.sch.uk

11th September 2023

Dear Parents & Carers,

A very warm welcome back and an extended welcome to all of our Foundation Stage children and their families, along with the Bentley family who has joined Year 2. It has been lovely having the children back in school and they are looking very smart!

Break Time Snacks

At break times, children should eat fruit, ideally fresh fruit. Items such as cheese, biscuits, etc. are not allowed to be eaten during this time.

Water Bottles

Please ensure all children have a named water bottle in school every day.

Nut Free School

We are a nut free school and therefore children are not allowed to bring any items of food which contain nuts. We have children and staff members with severe nut allergies and as a result have Epi-Pens. Anaphylaxis (also known as anaphylactic shock) is an allergic condition that can be severe and potentially fatal.

Car Park

Once children enter the main school gates, they should get off their bike or scooter and push them, using the path to ensure they are kept safe. The same applies at the end of the day where they should push their bike or scooter to the main gates, before getting on. The reason for this is that the car park is busy at these times with staff arriving and leaving, as well as deliveries. For your safety, the pavements should be used when entering and leaving the school site.

Playground Equipment

Children are not permitted to be on the field or play on the playground equipment before or after school so please ensure you remind your child of this expectation. Please ensure that this information is shared with anyone who may be dropping off or collecting your child.

Birthdays

Children may wear non-school uniform on the Friday after their birthday, if they wish. If your child's birthday falls in a school holiday, they can wear non-school uniform the first Friday back to school.

Contacting School

If you have any matters/queries, you can contact the school office at any time between 8.40am and 3.30 pm. We aim to respond to emails within 3 working days, however if your matter is urgent, please telephone the school office. Class teachers can be contacted in four ways:

1. By writing a short note for your child to bring in.
2. By relaying a quick message to them before school starts.
3. By e-mail using the address above.
4. By contacting the school office to arrange a telephone call or meeting with your child's teacher.

Attendance & Punctuality

Children are expected to attend school each day unless they are unwell. Children are expected to arrive at school on time, lateness causes disruption for the individual child and to that of other children in the class. There is no adult supervision on site before school starts, so the school is not legally responsible for children until they enter their classroom. The playground gates will open at 8.40 am and classroom doors open at 8.45 am.

School Meals - Your school could be missing out on funding

Our school could get an additional £1345 per year from the government for each child eligible for Pupil Premium. Pupil Premium can be used to support children with their learning. Your confirmed registration could mean that your child is provided with extra support. If you are in receipt of any of the following, please do **check your eligibility**, as it is quick and easy to apply online.

- Universal Credit (provided you have an annual net earned income of no more than £7400, as assessed by earnings from up to 3 of your most recent assessment periods)
- Income Support
- Income Based Job Seekers Allowance
- Income related Employment Support Allowance support under part VI of the Immigration and Asylum Act 1999 (from the National Asylum Support Service)
- the guarantee element of State Pension
- Credit Child Tax Credit, provided you're not also entitled to Working Tax Credit and have an annual income of no more than £16,190
- Working tax credit run on-paid for four weeks after you stop qualifying for Working Tax Credit

To apply online go to <https://www.westberks.gov.uk/article/36469/Apply-for-Free-School-Meals> or you can call **01635 503622** to register by phone. All you need is your name and address, date of birth and National Insurance number.

Uniform & Jewellery

We are a 'uniform school' and believe that a co-ordinated style makes for a smart business like appearance and encourages the children to take pride in their school. Our main school uniform colours are purple, green and grey. Black socks, black tights, black trousers, black skirts and black shorts (apart from PE) **are not** part of our school uniform. A detailed list of the school uniform is on the website. Please make sure that **all items** of clothing are clearly **labelled**. From time-to-time items go missing but it is far easier to return named items. Thank you in advance for your assistance.

We do not allow children to wear jewellery. The exceptions to this rule is that children are permitted to wear one small 'silver' or 'gold' ear stud in each ear lobe and small objects of religious significance, such as a crucifix on a chain. We ask the children to either remove these objects during PE and games or cover them with a plaster to prevent them from causing injury. If your child can tell the time, they may wear a watch. The school can take no responsibility for any items of jewellery. All children, girls and boys, are requested to tie hair up where it is long enough to do so.

Safeguarding

As you will know, we are committed to safeguarding and promoting the welfare of children and you too can play your part. If you have concerns about a child, you can contact Mr Grover (Designated Safeguarding Lead) or Mrs Fyans (Safeguarding Governor) or myself in confidence via the School Office.

Staff for September 2023/2024

The Downsway staffing team for September 2023 is as follows;

| Year Group | Teacher | Teaching Assistant <i>Please note, not all TAs will be in the classroom every day or for full days</i> |
|--|---|--|
| Foundation Stage | Mrs Clarke – PPA covered by Miss Gale | Miss Green, Mrs Saunders, Mrs Allen, Mrs Giles and Miss Fairbairn. |
| Year 1 | Miss Watson – PPA covered by Miss Gale | Mrs Harman, Mrs Cox, Miss Monica & Mrs Roberts |
| Year 2 | Miss Worlin (Tuesdays - Fridays) and Miss Gale (Mondays) | Mrs Saunders, Mrs Norgate & Miss Fairbairn. |
| Year 3 | Mr Bolton (Tuesdays - Fridays) and Mrs Jones (Mondays from after October half term) | Mrs Farr, Miss Frank, Mrs Thomas, Mrs Savard, Mrs Allen, Mrs Giles & Miss Lailey |
| Year 4 | Miss King – PPA covered by Miss Gale | Mrs Scott, Miss Fairbairn & Mrs Thomas |
| Year 5 | Mrs Burnham (Mondays and Tuesday) & Mrs Tipper (Thursdays and Fridays). Wednesdays alternate. | Mrs Holder, Miss Fairbairn & Mrs Thomas |
| Year 6 | Mr Grover (Mondays, Tuesdays, Thursdays and Fridays) and Mr Edwards (Wednesdays) | Mrs Taylor, Mrs Giles, Mrs Prescott & Mr Scott |
| School Secretary – Mrs Rouse Caretaker - Mr Clark Lunchtime Supervisor – Mrs Deane Lunchtime Assistants (<i>Please note, not all lunchtime assistants work every lunchtime</i>) – Mrs Prescott, Mrs Morgan-Russell, Mrs Taylor, Mrs Thomas, Mrs Roberts, Mrs Norgate, Mrs Allen & Mrs Yapp. | | Senior Leadership Team: Headteacher – Mrs Ayres Deputy Headteacher – Mr Grover Inclusion Manager – Mr Edwards School Business Manager - Mrs Hobbs |

Term Dates for 2023/2024

Terms dates for this academic year can be found below. In addition, please find attached our key dates for other events, which are already in the school diary!

| | |
|--------------------------|---|
| Autumn 1 | Tuesday 5 th September 2023 - Thursday 19 th October 2023 |
| Half Term | 20/10/23 – 30/10/23 |
| Autumn 2 | Tuesday 31 st October 2023 - Wednesday 20 th December 2023 – <i>children finish at 1.30pm</i> |
| Christmas Holiday | 21/12/23 – 05/01/24 |
| Spring Term 3 | Monday 8 th January 2024 - Friday 9 th February 2024 |
| Half Term | 12/02/24 – 16/02/24 |
| Spring Term 4 | Monday 19 th February 2024 - Wednesday 27 th March 2024 – <i>children finish at 1.30pm</i> |
| Spring Holiday | 28/03/24 – 12/04/24 |
| Summer Term 5 | Monday 15 th April 2024 - Friday 24 th May 2024 |
| Half Term | 28/05/24 – 31/05/24 |
| Summer Term 6 | Monday 3 rd June 2024 - Wednesday 24 th July 2024 – <i>children finish at 1.30pm</i> |

Please note that INSET days are held during the school holidays.

| | |
|------------------|---|
| INSET Day | Thursday 28th March 2024 (<i>Virtual Parent-Teacher Meetings</i>) |
|------------------|---|

Finally, we are very much looking forward to working in partnership with you as we progress through this academic year. If at any point you have a question or query, please do not hesitate to contact us and we will be more than happy to help.

Yours sincerely,



Mrs K. Ayres – Headteacher