

St. Anne's Infants' School

Bloomfield Road, Brislington, Bristol BS4 3QJ

Tel: 0117 903 1435 <http://www.stannesinfants.co.uk>

Headteacher: Anna Sutherland



Reach for the stars

2 September 2024

Dear Parents and Carers,

A very warm welcome to the start of the 2024-25 academic year at St Anne's Infants'. I hope the children all had a wonderful break and you were able to make some memories together as a family. The staff team and I have had a great first day getting ready for the new year and are excited to see you our KS1 (Year 1 and 2) families tomorrow and our Nursery and Reception families over the course of the week!

This first letter is a long one but I know how daunting it can be getting to know the ins and outs of what happens in a school so I wanted to take the opportunity to inform new parents and remind familiar ones of a few things about life at St Anne's.

Nursery drop off and pick up times and location

Nursery enter through the main gate onto the playground and then go to the left through the blue gate and Nursery outdoor area to the door leading to the Nursery corridor. You are welcome to come in and settle your child during their transition period. Children should be collected at 3pm from the Nursery outdoor area.

If you also have a child in Reception – Year 2, you are welcome to use the Nursery playground area whilst you wait and on rainy days, you can go into Nursery. Please be aware that your child is under your care and responsibility during this time and you must collect your child at 3pm.

Reception – Year 2 NEW drop off and pick up times

The school gates open at 8.40am for drop off and close promptly at 8.50am. If you arrive after 8.50am, you will need to press the buzzer and sign your child in at the office. Please note that your child will receive a late mark if they arrive after 8.50am and if it is after 9.00am, it will be an unauthorised lateness.

The gates open at 3.20pm for pick up. If your child has not been collected by 3.25pm, they will be taken to the office but please be aware that it is not officially staffed after 3.30pm. If you are running late, please call the office to inform us.

Reception drop off and TEMPORARY pick up location

Reception enter through the main gate onto the playground then walk down the pathway between the two buildings and enter through the door at the bottom of the right-hand building into the cloakroom. You are welcome to come in to settle your child in the classroom during the transition period but are expected to say goodbye at the door from week beginning 16 September.

At 3.20pm, parents should walk past the Reception classrooms and through the wooden gate at the end of the playground. Class teachers will bring the children to this area for you to collect them.



Year 1 drop off and pick up location – SOME TEMPORARY ELEMENTS

Year 1 enter the building through the same door as they did in Reception however, until the scaffolding has gone from the left-hand side of the building, **both** classes will also be collected from this door at 3.20pm.

Year 2 drop off and pick up location

Year 2 walk down the path on the right-hand side of the building and enter via the steps by the MUGA. Parents/carers should say goodbye to children at the bottom of the steps. The children will be brought out by the MUGA at the end of the day so please wait in that area for them to be dismissed by the teacher.

If all the above sounds complicated, don't worry – staff in high-vis jackets will always be on the gates and playground to help out! To minimise congestion at these busy times, everyone should leave the site via the vehicle gate.

Playground rules before and after school

Children are expected to be brought into school and taken to the appropriate entrance by an adult. All entrances will be staffed.

No bikes or scooters are allowed to be ridden on the playground. We have a bike/scooter rack which can be accessed via the entrance on Bloomfield Road if you wish to leave one at school. If not, please push or carry them through the playground.

No dogs are allowed on the playground. If you have a small dog, you may carry it. If you need to bring a larger dog, please secure it to the railings at the far end of the ramp by the Nursery playground but it is preferable that they are kept off site.

Due to insurance purposes, children, including siblings are not allowed on any of the playground or climbing equipment before or after school. Whilst staff do supervise the playground, it is parents' responsibility to ensure that children stay on the tarmac areas and move sensibly around these areas, particularly with the current narrowed pathways as a result of the scaffolding.

Punctuality and Attendance

We take punctuality and attendance very seriously and all children are expected to be in school, on time, every day unless they are too poorly to learn.

Arriving late can impact your child emotionally in that they miss out on the crucial settling into school part of the day and have to walk into class mid lesson; it also means that they miss valuable teaching and learning time.

If your child is ill or absent, it is the parents' / carers' responsibility to call the school office before **8.50am** to inform us of the reason. Please note we cannot accept messages from anyone who does not have parental responsibility. If we do not hear from you, we will try to call you and the other contacts on your child's records. If we are unable to establish a reason for absence, a home visit will be made and if we are still unable to make contact, a police welfare call may be requested to ensure that you and your child are safe and well.

As a result of our robust procedure, please ensure your contact details are always up to date and we have at least two other contact numbers – these can be directly added by you to the My Child At School (MCAS) App.

If you wish to request a planned absence, please complete [this form](#) which is accessed via the school

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website (Parents-Parent Forms). Holidays and absences will not be authorised unless for exceptional circumstances. Medical / dental appointments are authorised but you are expected to bring your child in before / after the appointment. Please note that authorised absences still affect your child's attendance percentage – your child's up to date attendance can be seen on the MCAS App.

If your child has had sickness or diarrhoea, they must remain off school for **48 hours after the last bout of illness**. In other circumstances, if you are not sure whether or not your child is well enough to come in, please call the school office to discuss. We are able to administer prescribed medication if the relevant form has been completed.

Regular school absence is viewed as a safeguarding issue and as such, attendance is regularly monitored. Our expectation is that children will be in school at least 96% of the school year - this takes into consideration the fact that most children do get ill but other than genuine illness, there are very few reasons why children should be absent from school.

We do understand that they are sometimes valid reasons why it is difficult to get your child to school every day and/or on time and we are more than happy to provide support. If you would like to talk to someone, please speak to a member of the pastoral team – Mrs Fillingham, Mrs Owen or me.

Uniform

Children are expected to wear the correct uniform and bring their school book bag every day. Please see the school website for details of the uniform. If you have any problems with ordering or purchasing uniform, please do come and talk to us and we can try to help. Please note that for safety reasons, children should wear flat, well-fitting footwear and they are not allowed to wear jewellery.

On PE days, children come to school in their PE kit and remain in it for the rest of the day. This means they do not keep a PE bag in school. Details of what they should wear can be found on the school website. Your child's teacher will inform you of PE days.

Communication

There is a wealth of information on our school website www.stannesinfants.co.uk and each year group updates their year group page at least termly so you can see what the children are learning each term. We endeavour to keep the website up to date but if you spot any information which seems out of date, please do let us know.

Additionally, we have a school Facebook group – search for St Anne's Infants' School and request to join. You will need to answer the questions in order to be approved. Please note that this group is for those with parental responsibility only, extended family and friends are not permitted to join.

You can contact your child's teacher via their class email:

Mrs Warne: nursery@stannesinfants.co.uk

Miss Robertson: mars@stannesinfants.co.uk

Miss Thompson: earth@stannesinfants.co.uk

Miss Reardon: neptune@stannesinfants.co.uk



Historic England



Miss Hancocks / Mrs Badock: venus@stannesinfants.co.uk

Miss Matthews: saturn@stannesinfants.co.uk

Mr Jedrysiak: jupiter@stannesinfants.co.uk

Please note that teachers are not expected to check this on a daily basis so if you have a more urgent message, you will need to contact the school office on school@stannesinfants.co.uk / 0117 903 1435. You can also wait until the class has been dismissed to talk face to face with teachers at the end of the day. Messages can be passed to staff on the gates in the morning although our primary role is to greet children and safeguard the entrance / exit points so please wait until the gates are closed if you would like a longer chat.

Should you wish to contact the school online, use the contact form on the website or the email address above. Please do not contact staff using Facebook Messenger or their personal emails unless by prior agreement with the staff member.

Finally, if you have any concerns about your child, please speak to a member of the safeguarding team which consists of me, our Deputy Head Mrs Fillingham, and our Pastoral Lead Mrs Owen. We are always more than willing to help to ensure you and your child are safe and happy at St Anne's Infants'. A full list of staff roles and responsibilities can be found below.

Here's to a fantastic year!

Yours sincerely,

A handwritten signature in black ink that reads "A. Sutherland". The signature is written in a cursive, flowing style.

Anna Sutherland
Head Teacher

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You can 'meet the staff' on the school website by clicking this link

<https://www.stannesinfants.co.uk/staff/>

The following table outlines which staff lead which areas:

Teaching, Learning & Assessment	Rae Fillingham, Anna Sutherland
Curriculum	Emily Reardon
Inclusion lead / SENDCo	Anna Sutherland
Designated Safeguarding Lead (DSL)	Rae Fillingham
Deputy DSLs	Anna Sutherland, Jen Owen
Attendance	Anna Sutherland
Early Years	Emily Robertson
English	Ellie Matthews
Maths	Emily Robertson
Science	Emily Reardon
History	Liz Hancocks
Geography	Emily Reardon
Music	Rae Fillingham
Art	Laura Thompson
DT	Laura Thompson
PSHE inc. equalities + school council	Cathy Warne
RE	Cathy Warne
Computing including esafety	Jose Badock
PE including lunchtime provision	Jose Badock