



**Northwood Broom Community School**

**Keelings Rd, Northwood, Stoke On Trent, ST1 6QA**

**Telephone: 01782 234379 Fax: 01782 234639 Email: [nbc@espritmat.org](mailto:nbc@espritmat.org)**

**Executive Headteacher & Child Protection & Safeguarding Officer: Mrs S Moran**

**Head of School: Mrs S Carrigan**

Our ref: SC, GA

18<sup>th</sup> September 2017

Dear Parents / Carers,

Welcome to the 2017 / 2018 school year! I hope that you and your families had a safe and relaxing holiday. It's a real shame that we did not have the best of summer weather but the children all have some lovely stories to tell us about their holidays nevertheless. The children all look very smart and well rested and I'm sure that they are all looking forward to another exciting school year that lies ahead. It is wonderful to see how well they have settled into their new classes and it is lovely to welcome our new arrivals including the 'new recruits' in nursery and reception and also to our new staff members – Miss Simpson, Miss Stubbs, Mr. Slater, Mrs. Humphreys and Mrs. Cousins.

The start of a new school year is an important time for us all to establish routines and to set clear expectations. These were shared at our 'Getting to know you' sessions at the end of term and in our class newsletters. I have included some information here and have asked all parties (Governors, staff, parents and children) to help me to ensure that our high standards, expected within today's educational climate, are upheld:

**Uniform** - Like most schools, we require children to wear the correct school uniform as it identifies children with our school and also promotes a strong school identity. Children look smart, feel equal and it gives them a sense of belonging. All items of school uniform (including coats, shoes, book bags, water bottles) must be clearly labelled with your child's name. School uniform can be purchased directly from National Schoolwear Centre on Stafford Street, Hanley. We carry out daily uniform checks and where children attend school without the correct uniform we will contact parents/carers and would appreciate your support. Please refer to Page 9 in your child's Home / School Diary or the school website.

**P.E. Kit** – All children in Reception, Year 1 and Year 2 need to have a P.E kit in school at all times. This consists of black shorts, a white t-shirt and black pumps and should also contain spare underwear. In addition to this, Year 1 and Year 2 wear their grey hoody and jogging bottoms to school on their PE days.

**Jewellery** – In the interest of health and safety of young children, no jewellery should be worn in school including chains, rings or earrings. If your child arrives in school wearing earrings you will be asked to return and remove them straight away.

**Water bottles** - Please make sure that your child has a named water bottle in school every day. They should either be brought to school each morning with fresh water (**no flavoured water or juice**), or may be filled from the water coolers in school.

**School Fund** (£1 per week) Our children enjoy an enriched curriculum that goes above and beyond national expectations. Your contributions to school fund are imperative in enhancing school life and are spent very wisely, for example, to pay for our Sports Day facilities, celebration food (Eid/Chinese New Year), performances in school (Key Strings and Zoolab) and lots, lots more. Please send your weekly £1, every Monday in an envelope, with your child's name and class clearly labelled. If you use internet shopping, you can also raise money for our school by shopping online





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through [easyfundraising.org.uk](http://easyfundraising.org.uk). It is free to register and you won't pay a penny more for your shopping. Many retailers also offer discounts and special offers exclusive to Easyfundraising. The web link is [www.easyfundraising.org.uk](http://www.easyfundraising.org.uk)

**Contact details** - Safeguarding is of paramount importance to us and our staff have regular training in this area. They have a deep understanding of their roles and responsibilities and are fully equipped to safeguard your children. As part of safeguarding, it is extremely important that we have up to date and accurate information in school for you and your child. To ensure that our records are up to date, please check the enclosed data collection form, amend if necessary and return to school by Friday 22<sup>nd</sup>. September, with the exception of Nursery, who have recently completed data collection forms.

**Morning Entry** – Gentle reminder that children in Reception, Year 1 and Year 2 enter school independently. Once you have seen your child enter the middle school gate, please move away so as not to obstruct other children entering school. If you need to leave a message for a class teacher / school office, Mrs Darlington is available at the top gate so that the entrance is not obstructed. Please do not leave messages with any other staff member as their morning duty is to see your child in to school safely. Alternatively, you can telephone the school office.

**End of Day Dismissal** - As always, parents/carers are most welcome to speak with teaching staff at the end of the school day. In the interests of health and safety, may we ask that you wait until all children have been safely dismissed to their respective parents/carers before speaking with a teacher about your child.

**Late collection of children** – Good attendance and punctuality, at the beginning and end of the school day, are vital for a school to be judged as good and we thank you for working with us to increase our performance in this area further. We are aware that there are rare occasions, where valid reasons or emergencies result in parents/carers being delayed. In these instances, we ask that you telephone the school office so that we can inform staff and ensure that your child does not feel vulnerable and is reassured. If it is the first occasion of late collection, then no charge will be made for the supervision of your child. If this is not the first occasion that your child has been collected late, a charge of £8 per child will be invoiced to the parent / carer to contribute to the cost to the school for supervision of their child. This invoice must be paid within 2 weeks.

**Office opening times** - The school office is open to parents / carers from 8:45am to 4:15pm every school day with the exception of Wednesday when it closes at 3:15pm.

Please have a look at our website [www.northwoodbroom.co.uk](http://www.northwoodbroom.co.uk) Here you will find lots of information such as upcoming events, dinner menus, policies, homework and lots, lots more. Every week, we write a blog so please log on and find out what has been happening and what is coming up at Northwood.

**Headlice** - This is a common problem in schools. Please can you check your child's hair regularly for headlice. Treatment is essential so that we can control the problem and once treated there is no exclusion from school. You may be able to obtain the treatment with no charge at chemists which offer the Pharmacy First / Minor Ailment scheme.





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Finally, I wanted to let you know that I am due to have an operation and will not be in school for a number of weeks. I am delighted to have secured Mrs. Poxon's support to lead and manage the school during my absence. Most of you will know that Mrs. Poxon has worked at Northwood for a VERY long time, and actually retired in the summer term. I am extremely grateful to her for agreeing to remain at Northwood during my absence to ensure continuity and smooth running. She will, of course, receive support and guidance from Mrs. Moran (Executive Headteacher), the Heads of School from Hamilton and Grove, the local governing body; and the Local Authority. Many of you will have noticed that Mrs. Poxon has been with us since the start of term to ensure a smooth transition of leadership and I couldn't think of a better person to entrust our school's caretaking to!

I thank you in advance for the support which I know you will show to Mrs. Poxon, and look forward to seeing you all again on my return.

Thank-you to you all, once again, for working together with us for the very best for our children.

Yours faithfully,

Mrs S Carrigan  
Head of School

