



## The Russett School Weekly News Sheet

Week beginning 11<sup>th</sup> March 2019

Dear Parents/Carers and families,

### Parental Access

We will shortly be sending out details of how parents can access the academy's portal system. A letter was sent home in December regarding parental access via a "portal" to our academy system. If you have not already done so, please return the letter with details of your email address, which is required for you to register. Please contact the school office if you require a further copy of the letter.

### Medical/Dental Appointments

Can parents please send a copy of any appointment letters in to school if they ask to collect their child early for medical/dental appointments etc.

Can I also please ask that parents/carers do not ask to collect their child early for medical appointments, etc. after 2:50pm; during the last 15 minutes of the day, each class requires all members of staff to support pupils in preparing them for home time and it would be disruptive to the class to release a member of staff to escort one pupil to reception during this busy time.

### School Uniform

School Uniform is still be to ordered through School Trends. They have been taken over by another company but are still trading under the name of School Trends.

### Pupil Illness

Please keep pupils off school if they are not well. The Pupil Illness Protocol is on the school website and advises of the reporting procedure and gives guidance on different illnesses.

### Pupil Absence

Can I remind you that it is the duty and responsibility of a parent/carer to contact the school as soon as possible to inform us if their child is going to be absent from school and for what reason. This should be done on the first day of absence and if the child is absent for more than one day, school should be kept updated daily. This can be done by

telephone 01606 855832 or by email to [admin@russett.cheshire.sch.uk](mailto:admin@russett.cheshire.sch.uk) or in writing via the escorts.

### **Contact Numbers**

Can we remind all parents/carers to keep the school updated if their contact numbers change. It is important that we are able to make contact with you at all times and especially in the case of an emergency.

### **Unauthorised Absences**

Can we remind parents/carers that unless there are any exceptional circumstances, the Local Authority have resumed the issuing of Fixed Penalty Notice's for any unauthorised absence of 5 consecutive days (10 sessions) or more during term time. By law, a Head Teacher is only empowered to approve a leave of absence during term time when the circumstances are exceptional. Should an unauthorised absence take place, the school will inform the Local Authority and a Fixed Penalty Notice will then be issued in accordance with section 444 of the Education Act 1996.

### **Facebook and Twitter**

As parents are aware, the school has an official facebook page and it can be reached through the link on the school website. Should parents/carers have any concerns or queries, please don't hesitate to raise them with school, we will be more than happy to discuss them with you.

Parents and Carers can follow the school on our twitter account: @RussettSchool and also our Facebook page.

### **School Meals**

If you pay for school meals by cheque, please make cheques payable to The Russett School. Pupils in Reception, Year 1 and Year 2 receive Universal Free School Meals. The price of school meals for all other pupils is £2.50 unless they receive free school meals. You can apply for a free school meal online by contacting [Benefits@cheshirewestandchester.gov.uk](mailto:Benefits@cheshirewestandchester.gov.uk) or telephone 0300 123 7021. All school meals must be paid for in advance at the beginning of each week. Please ensure that payment is in a sealed envelope with your child's name written on it.

### **Queries or concerns**

The leadership team is always available to discuss any queries or concerns. If you feel that you need to speak to one of them please contact the school to arrange a call.

### **Working with the community**

Our Family & Toddler Group for children with additional needs aged 6 months- 3 Years, will now be open for 2 sessions, Tuesday mornings 9.30-11.30 am and Tuesday afternoons 1.00-2.30 pm. We have lots of fun concentrating on communication skills through speech and language structured activities, run by our specialist staff. We also team up with others, such as Jo Jingles, Baby Yoga and Rhythm Time for taster sessions. Also look out for our one off special sessions that happen throughout the year, including some messy play and sensory play.

For more information visit our Facebook page: [www.facebook.com/therussettschool/](http://www.facebook.com/therussettschool/) or our website: [www.coachingforinclusion.org](http://www.coachingforinclusion.org) or Phone: The Russett School on 01606 853005.

### **Cheshire West Local Safeguarding Board**

The Cheshire West Local Safeguarding Children Board works to ensure all children can be safe from abuse or harm at home and within our community. The website address is <https://www.cheshirewestlscb.org.uk/>

### **Measles**

Can parents/carers inform us if they or any member of the family have been in contact with German Measles, Measles or Rubella. Please inform school immediately.

### **Procedure for the supporting of pupils with medical conditions**

Please can all parents ensure that when information is requested by the school under this procedure that it is returned. Under NHS Policies, the school does not have access to medical information held by the school nurses.

### **Parent View**

Parent View gives you the chance to tell Ofsted what you think about your child's school

Please follow the link <https://parentview.ofsted.gov.uk/link-to-us> and support your school.

### **Behaviour Policy**

A copy of our Behaviour Policy can be found on the school website.



### **Amazon**

Don't forget to go through our website when you are purchasing items on Amazon. Amazon give us 5% which helps the school to provide those little extras for the pupils

## Transport

If there are any changes to your child's transport arrangements, please ensure that you phone transport Co-ordination on either Cheshire West 01244 973377 or Cheshire East 01270 371489. There have been a number of occasions that transport have not been informed.



Alan

## Key Dates

School closes for Easter holiday	Friday 29 <sup>th</sup> March 2019
Return to school	Monday 15 <sup>th</sup> April 2019
Good Friday	Friday 19 <sup>th</sup> April 2019
Easter Monday	Monday 22 <sup>nd</sup> April 2019
May Bank Holiday	Monday 6 <sup>th</sup> May 2019
INSET Day	Tuesday 7 <sup>th</sup> May 2019
School closes for half term	Friday 24 <sup>th</sup> May 2019
Return to school	Monday 3 <sup>rd</sup> June 2019
School closes for summer	Tuesday 23 <sup>rd</sup> July 2019
INSET Day	Wednesday 24 <sup>th</sup> July 2019

Thank you for your continued support.

A handwritten signature in black ink, appearing to read 'Catherine Lewis', written on a light green rectangular background.

Catherine Lewis

A handwritten signature in black ink, appearing to read 'Andy Howard', written on a light grey rectangular background.

Andy Howard

EXECUTIVE HEAD TEACHER

HEAD OF ACADEMY