

HUTTON RUDBY PRIMARY SCHOOL

Head Teacher: Mr Matthew Kelly

Address: Doctor's Lane, Hutton Rudby, Yarm, North Yorkshire, TS15 0EQ

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Email: admin@huttonrudby.n-yorks.sch.uk



31st January 2019

Dear parents or carers,

I am pleased to be back at school following planned minor surgery. Thank you for the kind comments and get-well messages I received from parents whilst absent - they are greatly appreciated.

Organisation and Communication

We have recently been reviewing our procedures in relation to the beginning of the school day, and are implementing some changes with a focus on getting our children into the classroom and ready to learn in a smooth, time efficient manner. This will commence next week on Monday 4th February.

Start of the school day

The school day begins at 8:45am. We will be opening the external doors at 8:40am with children being greeted by a member of staff. Children will then head straight into class and begin their morning activities. Doors will remain open until 8:50am. Anyone arriving after 8:50am will have to enter school via the main school entrance where their name will be recorded in a late book and the period of time they are late by will be noted. Between 8:40am and 8:50am, children will be expected to enter school through their usual entrance door. We accept that there will be exceptional times where your child may arrive late. If this is the case, please communicate this to school as soon as possible.

At this point, I must remind all parents and carers that you are not permitted to enter the school building through the children's entrance doors. All adults, parents and carers must report to the office in every instance. Any adult, parent or carer will be directed back to the main office by the members of staff on duty at the entrance doors.

Communication

At Hutton Rudby Primary School, we greatly value positive communication. It is for this reason we have been reviewing our procedures in place regarding school-to-home, and home-to-school communication. The first port of call for communication is your child's class teacher. Should you wish to speak with your child's class teacher, a positive note in homework diaries is welcomed in the first instance, and most instances. However, if more time is required, then an appointment to see your child's class teacher should be made through the office. A message should be left with the office staff in regards to the subject of the discussion. This will enable staff to best manage and prioritise communication with yourselves whether that be a telephone conversation or short face-to-face meeting. I appreciate that the homework diaries are fairly new and currently differ in use year group to year group; staff will regularly check homework diaries presented to them by children. In Key Stage 1, staff will regularly check book bags to view homework diaries to support the younger children in developing their independence. In Upper Key Stage 2, we expect children to take full responsibility for bringing their homework diaries into school, and in sharing with class teachers any messages from parents.

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If your child's class teacher feels there is a need to arrange an appointment with a different member of staff, for example, the SENCO, subject leads, or a member of the Senior Leadership Team, this will be organised as soon as possible. Please address all correspondence to the class teacher who will deal with it accordingly.

If, in the unusual instance, you cannot get a message directly to the class teacher, and you feel the need to email school, **all** correspondences should go to: admin@huttonrudby.n-yorks.sch.uk and not individual staff emails. All emails, which are received through the admin account, will be shared directly with the class teacher, who will then decide the best pathway to deal with your communication.

I am sure you are aware that, once again, teacher workload and wellbeing has been in the press, most recently with Damian Hinds, the Secretary for Education, discussing the perils of technology on teacher workload. I hope you understand and appreciate that our continual review of procedures is to improve organisation and communication for yourselves, the children and my staff. When we are "Working Together", in a positive direction, we can all achieve phenomenal things.

Yours sincerely

M.Kelly

Mr Matthew Kelly
Head Teacher