

**WEOBLEY PRIMARY SCHOOL  
WEOBLEY  
HEREFORD  
HR4 8ST**



**Telephone: 01544 318273  
Fax: 01544 318896  
Email: admin@weobley-pri.hereford.sch.uk**

**Headteacher  
Mrs C. Woods MA (Hons), PGCE, NPQH**

11<sup>TH</sup> September 2015

Dear Parents,

**Welcome back**– Welcome back to the start of the Autumn term. I hope that everyone had a lovely summer break and managed to see a little sunshine somewhere along the way!

Class letters will be sent out by teachers to give you specific information about your child's class – these are also available on our website which has lots of information on it to check on. As before a folder is available in the reception area with all newsletters which you can check on at any time.

**Mrs Wallace (SENCo)** – I am delighted to welcome Mrs Wallace back to school following her maternity leave. She will be working every Monday and Tuesday assisted by Mrs Pennington.

**Diary dates:-** Please find a current list attached, other dates will be added and sent to you via letter and/or text as they become available. These dates are also available on the school website.

**Telephone / Contact Details:-** Please ensure that the office have up to date telephone numbers and mobile numbers for you. This is needed in the event of an emergency but also to ensure that you receive text updates. We also have a school Facebook page with information and photos.

**Attendance:-** A *reminder* that holidays in term time are **NOT** allowed. In **VERY** exceptional circumstances they will be authorised but this will be rare. The Education Welfare Officer and myself will look at all cases. Taking time out which is unauthorised may result in a Penalty Notice being issued and legal action possibly being taken. These regulations are national and the school **MUST** enforce them.

**Swimming:-** All children must wear a hat and if they want to wear swimming goggles then a permission letter from a parent/ carer must be brought in.



**School Times:-** Please can I remind you that children must not be brought to school before 8.45am unless attending our Breakfast club. At the end of the day all children not collected at 3.20pm will be taken to the main reception area. If they have not been collected by 3.30pm then they will be taken into the after school club ( CHILL) and parents will be sent an invoice for payment.

It is not suitable for the children to sit unaccompanied and unsupervised at the end of the day for more than 10 minutes, so for safeguarding reasons, we must insist that children are collected on time or if you are going to be late then they are booked in to the after school club.

**Clubs:-** Clubs start next week. Some have a waiting list as it is only possible to have a certain number of children at a time. Please can I remind you to collect your child promptly at the end of the club. Teachers, parents and teaching assistants run the clubs free of charge and in their own time. I am delighted that we offer so many clubs for such a small school. Whilst we will always try to cancel a club well in advance, sometimes this is not possible and a club is cancelled last minute.

**Website:-**Our school website has lots of information for parents / carers as well as fantastic class pages with photos and information. Important policies and procedures as well as information about Special Educational Needs is available. Please remember to use this valuable resource.

We like to work closely with parents and carers to make your child's days at school happy and contented. If you do have a problem, have a chat with the class teacher. Most problems can be dealt with quickly and easily if we know about them. If you need to see me or Miss Leopold ( Deputy Head), then please make an appointment via the school office or drop me an email [headteacher@weobley-pri.hereford.sch.uk](mailto:headteacher@weobley-pri.hereford.sch.uk)

Yours sincerely,

Caroline Woods  
Headteacher

