

St Thomas á Becket Church of England Federation

Framfield CE Primary School
The Street
Framfield
Uckfield
East Sussex
TN22 5NR



Blackboys CE Primary School
School Lane
Blackboys
Uckfield
East Sussex
TN22 5LL

6th September 2024

Dear Families

Welcome Back

A warm welcome back from the summer break. We hope that you have all enjoyed family time and some good weather. It has been lovely to see the children return refreshed and eager to learn. We are particularly impressed with how smart they look. We welcome all of our new children including our Year R starters and our new 'in year' transfer pupils. We know the school community will ensure all are welcomed to our happy thriving School.

I am pleased to have the opportunity to be working with Framfield this year. We also welcome Mrs Tungate and Mrs Fenton as our mid-day supervisors and Miss Saunders as our Puffins' TA.

On Thursday we welcomed a 'Skipping Workshop' to work with each class individually throughout the day. Skipping is a great way to exercise, not only for health but also improving coordination and can be done both indoors and outdoors, space allowing! The opportunity enabled the children to try new skills and to practice our Christian value of the term, Perseverance. Ropes can be purchased through their website. <http://www.skipping-workshops.co.uk/shop/> Infant and junior ropes cost £5 each; infant & junior solar ropes are £6 and adult ropes are £7.

School Office

The School Office is open daily 8.30am-3.30pm. We encourage families to either email office@framfieldcep.e-sussex.sch.uk or call 01825 890258 should you require office assistance or have any queries. Mrs Doherty works Monday and Tuesday and Mrs Maughan works Wednesday, Thursday and Friday. There is also a window of opportunity to speak to office staff at school pick up.

September 2024, Attendance & Punctuality

A reminder! As you may have read in the press the Government has recently recommended a school week of 32 1/2 hours. At Framfield our start time is 8.45am with the gate opening at 8.35am and children going straight to class and a finish of 3:15pm each day.

We very much expect children to be in the classroom at 8.45am for the register to be taken promptly.

Should your child arrive at school after 8.45am you be asked to enter via the school office and sign your child/ren on the late register and a 'late' mark will be applied. Please note that an excessive amount of 'late' marks may lead to an attendance review meeting being arranged.

Can we additionally remind families that we expect pupils to attend school **every day**. On the rare occasion that children are far too poorly to attend school, then they must naturally stay home (for example for 48 hours following the last bout of sickness or diarrhoea) but otherwise we would expect attendance. Our high level of attendance will be helped further by families taking holidays only in school holiday time. There are 13 weeks school holiday a year, which together with weekends, is when we would expect holidays, day trips and outings to take place. Unless the absence is for a wedding, funeral or christening (as we are a church school, 1 day absence for these events will be authorised) all other absences will be unauthorised and penalty notices issued. Absence forms are available from the school office so everything can be recorded and accounted for. Attending school daily is the number one thing a parent can do to help their child succeed.

Kiss and Drop

Inline with the new school day timings, kiss and drop will operate from 8.35am-8.45am. Please do not use the memorial hall car park for parking during this time. To help ease the traffic congestion through the village we are requesting for cars to only turn left out of the memorial hall car park and then either turn round at the end of the road or use Sandy Lane to loop back round. We thank you in advance for your cooperation in keeping the traffic moving and helping to keep the children safe. Please can pedestrians use the gate from the road not the car park gate.

Class Planning Meetings

We like parents to receive an overview of the curriculum and classroom routines for the term ahead. These will be taking place in the James Room, please arrive via the school office, from week commencing Monday 9th September as below:

Monday 9th September @2.55pm - Kingfishers Class
Tuesday 10th September @2.55pm - Eagles Class
Wednesday 11th September @2.55pm - Peacocks Class
Thursday 12th September @ 2.55pm - Puffins Class

A class newsletter summarising what was spoken about at the planning meetings will be available on the website via the class page tabs on Friday 13th September.

Our fortnightly school newsletter will be distributed from Friday 20th September via Parentmail email.

Reading

All children, by the end of the week, will have had a reading record book in their book bag, together with a book from school. The book from school will naturally be changed more often in Key Stage 1 classes, as older children tend to pick longer novels that may take them a couple of weeks to finish.

If at any stage your child is without a reading book or reading record book, please contact their classteacher in the first instance. When a child has completed their reading record book, they will be rewarded with a certificate and issued with a new record.

Reading record books are best stored in book bags or school bags.

Diary Dates

Keeping up with all the things that go on in school couldn't be simpler and we urge you to regularly keep updated in order that nothing is missed! We produce a fortnightly newsletter which is sent to all families via ParentMail. Please contact the School Office if you would like a paper copy put in your child's bag. Our first newsletter of the academic year will be distributed on Friday 20th September. You can also always access our school diary via the website, <https://www.framfieldcep.e-sussex.sch.uk/>

Already set for autumn term are;

Date	Event
Monday 23 rd September - Friday 27 th September	Cycle to School Week
Friday 27 th September	Phonics Parental Session - more information to follow shortly!
Tuesday 1 st October	Harvest Festival - please see more information later on in the letter about this.
Wednesday 18 th October	Maths Parental Sessions - more information to follow!
Tuesday 22 nd October 3.30-6.00pm	Autumn term Parent Consultations
Thursday 24 th October 5.00-7.30pm	Autumn term Parent Consultations
Tuesday 5 th November	School Photographs

Breakfast Club & After School Wrap Around Care

We are delighted to be able to offer our daily Breakfast and After School wrap around care. Our fabulous Breakfast Club is run by TA, Mrs Cosshall, daily 7.45-8.45am with our After School Club being run by TA's, Mrs Cosshall, Miss Saunders and Mrs Mylon.

Booking is essential and should you need to make a cancellation (even if your child starts a new after school club) please inform asc@framfieldcep.e-sussex.sch.uk or the school office to avoid a charge being made. When signing up for a after school club and your child normally attends wrap around after school care, please ensure you have cancelled their place at wrap around care.

Please see below the costings for each club.

BREAKFAST CLUB 7.45-8.35AM £5.00 BREAKFAST & CHILDCARE £4.00 CHILDCARE ONLY	AFTER SCHOOL CLUB 3.15-4.15PM CHARGED AT £5.00	AFTER SCHOOL CLUB 4.15-5.30PM CHARGED AT £5.50 (NOT AVAILABLE ON FRIDAYS)
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PLEASE CAN WE ASK THAT AT LEAST 24 HOURS NOTICE IS GIVEN WHEN BOOKING EITHER SERVICE TO ENABLE CORRECT RATIOS.

For all booking and communication please email asc@framfieldcep.e-sussex.sch.uk

Payment terms: 14 days after invoices are received. We reserve the right to refuse bookings for any child who is not up to date with their payments

For After School Club pick up after 5pm please can we ask parents to park on the residential roads and not use the memorial car park as this is used by people who have hired the hall after 5pm.

School Uniform

All uniform orders to be placed directly with our supplier Pmg Schoolwear. There is a direct link to their bespoke Framfield School ordering pages via the School website [Framfield School Uniform Page](#). We strive to keep our high expectation of uniform and neatness. Please remember that we expect children to wear black, traditional school shoes, no boots or trainers.

Contact with teachers

Should you wish to make contact with your child's teacher, please can we ask that in the first instance you email them. Please see below contact email addresses for our teaching staff and other key School contacts. Teachers will happily communicate through email during working hours but due to teaching during the day this may be at the end of the school day.

Peacocks Class, Mrs Kent	nkent@framfieldcep.e-sussex.sch.uk
Kingfishers Class, Miss Black	kblack@framfieldcep.e-sussex.sch.uk
Puffins Class, Mrs Cranston (M/Tu/W) and Mrs Pepper (Th/F)	scrantson@framfieldcep.e-sussex.sch.uk spepper@framfieldcep.e-sussex.sch.uk
Eagles Class, Mrs Lancaster	slancaster@framfieldcep.e-sussex.sch.uk
Mrs Roberts, Interim Headteacher	head@framfieldcep.e-sussex.sch.uk
School Office	office@framfieldcep.e-sussex.sch.uk

Class Assemblies and Thursday Act of Worship

Weekly on a Thursday we will be starting our Acts of Worship assemblies. We welcome families to attend the assemblies below. Please come to the hall for the below start times throughout the term. Please keep an eye on the diary and forthcoming whole school newsletters for other class assemblies taking place during term 2.

EVENT	WHEN	DETAILS
UCKFIELD FOODBANK	THURSDAY 12 TH SEPTEMBER 10.10AM	SCHOOL HALL
FATHER JAMES	THURSDAY 19 TH SEPTEMBER 10.10AM AND THURSDAY 10 TH OCTOBER 10.10AM	SCHOOL HALL
KINGFISHERS CLASS LED ACT OF WORSHIP	THURSDAY 17 TH OCTOBER 8.50AM	SCHOOL HALL
PUFFINS CLASS LED ACT OF WORSHIP	THURSDAY 24 TH OCTOBER 8.50AM	SCHOOL HALL

If you are able to send your child into school with a couple of pennies on these Thursdays, they will then be given the opportunity to offer their contribution during the assembly. All monies collected go towards a charity each term which is decided by the School Council.

Annual Whole School Harvest Festival

Our annual Whole School Harvest Festival will take place on Tuesday 1st October, starting promptly at 10.30am. All children will come to school and we will walk them to the Church. All families are welcome to attend.

Parental Contact Details

In case of emergencies, School holds contact details for all parents (and other family members which you have given as a contact) for each pupil. It really is **very important** that should you have moved house, jobs or wish to add another contact number please can you make sure that you inform the school office of this. If in doubt you are welcome to check with the office what numbers etc. are held.

ParentMail

As a school we use ParentMail to communicate things like fortnightly school newsletters, uniform orders etc. with Parents. Please ensure that you update your contact details on this to ensure that you are kept up to date with all news The school office is unable to amend any parents details who have 'connected' via ParentMail.

Medicine and Illness

We will not administer non-prescription medicines (including herbal medicines) except in exceptional circumstances and where agreed by a First Aider who has undertaken the administering medication course. If possible, parents/carers will be asked to administer non-prescribed medicines as required during the school day i.e. lunch time. Selective administration of non-prescription medicines can take place, e.g. to children with medical conditions that, if not managed would limit their access to education, where a child's condition can be managed with an 'over the counter' medicine or those children where the school would be considered in breach of disability legislation. Please can we ask that all medication is signed in via the school office and not put in book bags, this is to safeguard all children. Please could we ask families to inform the office if your child no longer needs medication/inhalers that they have previously had in school so our records are kept up to date.

In the event of your child being sick or having an upset tummy, we ask that you keep your child away from school for 48 hours from the last bout of illness. This is to hopefully help with the reduction of keeping illnesses away from school.

PTFA

Our PTFA worked hard last year to put on some very profitable and enjoyable events. These events cannot go ahead without the support and engagement of the whole school community. We urge you to join our current PTFA group, on the evening of Wednesday 18th September at 7pm at school where the PTFA Annual General Meeting will take place. We look forward to seeing you there.

Yours sincerely

Mrs C Roberts
Interim Headteacher