



Frogwell Primary School & Complex Needs Resource Base

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Headteacher - Rachel Neville

## Frogwell Primary School Newsletter

6<sup>th</sup> September 2024

### Welcome (back) and updates

If you are one of the many new families joining our school this week, may I extend a very warm welcome to you. If you have returned to Frogwell after the summer break, welcome back! It has been wonderful to see the children smiling and raring to go in their new classes and looking so smart in their uniforms. Our new Reception class have made an amazing start to their first year at school, and we have several new children in other year groups who we are very pleased to have with us.

A big thank you to all those parents who gave gifts and cards to staff members at the end of the school year; your kindness and generosity was very much appreciated, as were the very many wonderful verbal comments of thanks and recognition that were given by a lot of parents and carers.

Three of our classes have had name changes over the summer. Dahl has become **Jeffers** for Year 2, and Morpurgo (Y5) and Rowling (Y6) are now **Rosen** (Y5/6 mixed) and **Zephaniah** (Y5/6 mixed).

We need to welcome some new staff members too. **Mr Chaplin** is our new School Business Manager and **Miss Kennedy** is our new Potter Class teacher and Resource Base Leader. **Mrs Brandebourg** started near the end of the last term but is now our main Admin Officer following Mrs McCosh's retirement. Welcome back to Miss Coles who has been off with an injury but who has now returned teaching in Year 3, working mornings only to start with.

Our interim SENCo, **Mrs Haines**, is now working with us as Mr Filer has left. Many of you were used to being able to have very easy access to Mr Filer because he worked full time, but the SENCo role was only one part of Mr Filer's job so the new SENCo will only be working two days per week, Mondays and Fridays from 08.00-15.30. Parents will therefore need to adjust to a more structured way of accessing the SENCo and communicating with her and should not expect to be able to have responses within 5 working days except for extremely urgent matters. You can reach Mrs Haines via the school office or at [kerry.haines@frogwell.wilts.sch.uk](mailto:kerry.haines@frogwell.wilts.sch.uk). Later in the autumn we will be recruiting for a permanent SENCo to start in January 2025.

### Home-School Agreement

We will soon be sending out our Home-School Agreement for the year, which can be viewed now in the Policies section of the school website. We will be asking all parents / carers to sign to show they support the Agreement. If for any reason you do not agree to support and sign the Home-School Agreement, please contact the school as soon as possible to make an appointment to discuss this with a member of the Governing Board.

### Attendance and lateness

This year we will be carrying on with our very popular class attendance prizes (weekly, termly and the big one at the end of the year!). The highest attending class (or classes!) each week wins extra playtime or another activity chosen by the class. Please remember that where children who have 10 or more sessions of unauthorised absence, the school is required to consider referring for a Penalty Notice, the cost of which has risen this year (that each school day has two sessions). As I wrote to you about last term, from 19<sup>th</sup> August new national statutory guidance on attendance and punctuality came into force. We have updated our policy and procedures as a result. Some important points are below, but I urge all parents and carers to



read the policy in full when we publish it next week. Our full Attendance and Punctuality Policy has been written and is in the process of ratification by the Governing Board and will be shared with you in the next few days.

### Medical and dental appointments

Parents/carers are expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible (e.g. hospital appointments), parents/carers are expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable, using the standard Leave of Absence form. Parents/carers are responsible for ensuring their child misses the minimum amount of time necessary to attend the appointment (e.g. attending school before/after the appointment rather than automatically being absent all day).

The school will ask to see evidence of medical/dental appointments as part of the authorisation process, e.g. appointment letter/card, screenshot of text messages confirming the appointment, etc. **Please can parents/carers get into the routine of requesting leave of absence approval for medical and dental appointments in advance and providing the evidence, which can be emailed as screenshots to [attendance@frogwell.wilts.sch.uk](mailto:attendance@frogwell.wilts.sch.uk) or shown in person at the school office if electronic means are not possible. We will **not** keep these on record – they will be deleted as soon as their purpose has been achieved.**

### Reporting absences

Parents/carers are expected to report all absences to the school using the methods outlined below. Please do not rely on verbal messages to staff on the door/playground as absence reporting and follow-up is managed via the school's pastoral and admin teams, plus busy duty staff do not have the time to pass messages along.

All absences should be reported by 09:00:

- 1) Via the school website [www.frogwell.co.uk](http://www.frogwell.co.uk). Go to the 'Parents' tab and choose 'REPORT AN ABSENCE'. This will take you directly to a simple online form where you will fill in your child's name, class, the date and give the reason for the absence.
  - 2) Via email to the dedicated email address [attendance@frogwell.wilts.sch.uk](mailto:attendance@frogwell.wilts.sch.uk)
- It is essential that a clear and specific reason for the absence is given, not just "my child is ill/sick" (specify what the illness is).
  - Parents/carers need to inform the school if a child's absence is due to a traumatic event which the school needs to deal with sensitively on the child's return.
  - **Phone calls to the office should only be used if the above options have failed for some reason because voice mails are often unclear and hard to understand.**
  - If absence is not explained satisfactorily by parents/carers, it will automatically be recorded as unauthorised.

### Lateness

We are tightening up our procedures for dealing with late arrivals, especially for those children who are arriving through the gate but who are actually late. This has been a bit of a 'grey area' in the past and some families have been arriving late and not realising they are in fact late.

The school start time is 08.45 and any arrivals after that are marked as late, even if the child has entered through the gate. We open the gates five minutes before school start time to allow families to be into school in good time.

School starts at 08.45 and the register closes at 09.10. There are two types of 'late' mark in the register:

1. Children arriving between 08:45 and 09:10 will be marked as 'late before the register closes' (L code)
2. When a child is late after the register is closed (after 09.10), then this is legally classed as a session of unauthorised absence (U code)

If a child arrives at school late after the gates have been closed, the parent/carer is required to sign them in at the school office and provide the reason for the lateness, which will be recorded. **If the child arrives after 08.45 but is still able to get in through the gate, a note will be made at the gate of their name and arrival time so they can be marked in as 'late before the register closes'; this includes those who are even just a couple of minutes late after the 08.45 start time. You may notice the staff on the gate jotting names on a notepad – this is so we can pass the names and arrival times of those who are late along to Admin and Attendance staff for entry into the electronic register, which is a legal document.**

## Pastoral care at Frogwell

Here at Frogwell we are proud of our strong pastoral provision, which includes our team of highly trained and experienced staff who can support children with their social and emotional needs. If you have any concerns about issues including low mood, behaviour, anxiety or anything else regarding your child's social and emotional needs please don't hesitate to talk to your child's class teacher, or to either of our Pastoral Support Assistants, Miss Wakeham and Mrs Parish. They can be contacted via the school office or via email at [emma.wakeham@frogwell.wilts.sch.uk](mailto:emma.wakeham@frogwell.wilts.sch.uk) and [jackie.parish@frogwell.wilts.sch.uk](mailto:jackie.parish@frogwell.wilts.sch.uk)

## Policies

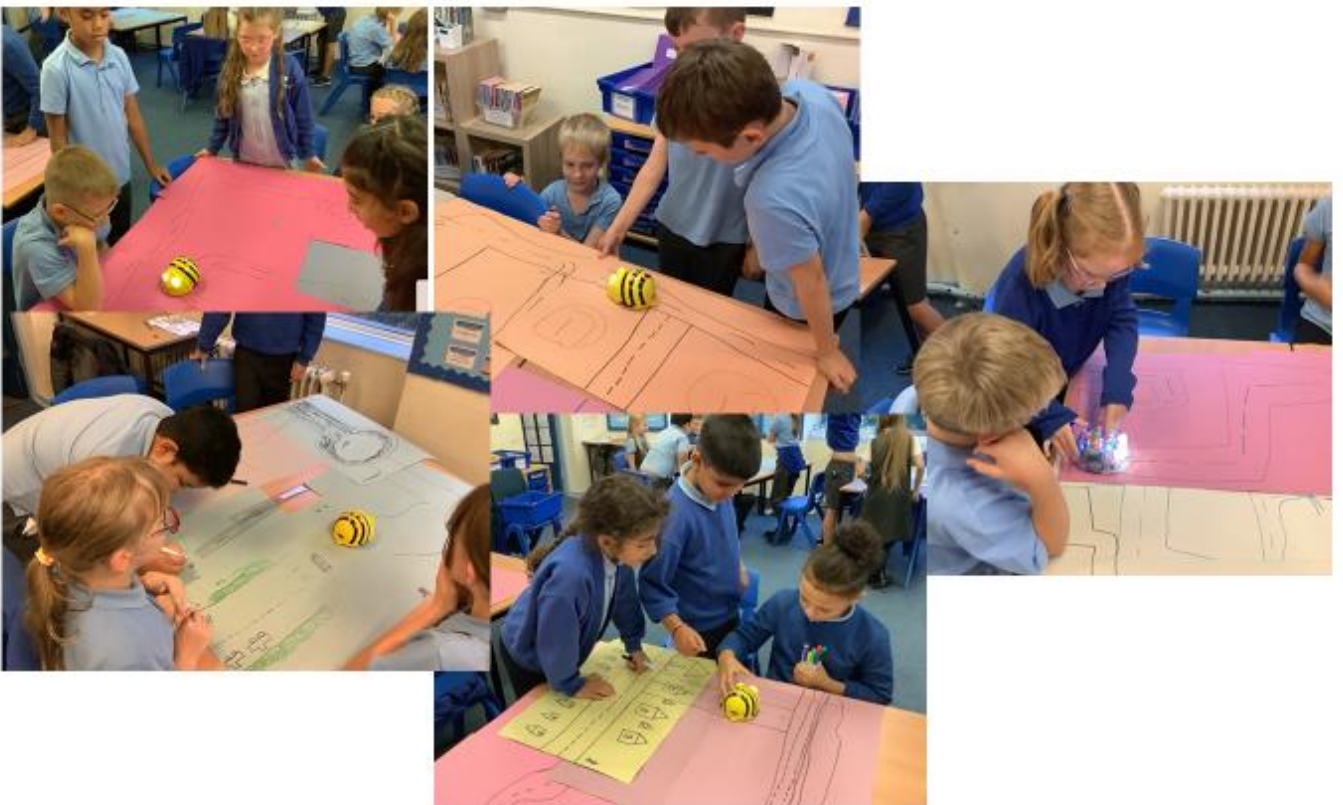
The following policies have been reviewed or updated and are published on the school website:

- Safeguarding and Child Protection
- Staff behaviour
- Behaviour and Relationships
- Parent / Carer conduct
- Anti-bullying
- Relationships and Sex Education
- Complaints
- Unreasonable and vexatious complaints
- Missing child

## Children's news

**Ivy B** has been awarded her Royal Academy of Dance Grade 1 Ballet and achieved distinction – amazing achievement, Ivy!

Lewis Class (Y4) have had fun using their programming skills to direct the BeeBots around maps and mazes they made.





## Parent Pond events

The Parent Pond committee have been busy planning the events schedule. The first event will be the Fun Run after school on Wednesday 25<sup>th</sup> September – see the poster below. This event was a big success last year so we hope to see lots of people there again this time!



## Welcome to Frogwell School's PSFA!

### Who are we?

PSFA stands for *Parent, School and Friends Association*. We are a group of volunteers that support the school through fundraising. We are parents/carers of children at the school - just like you!

### What do we do?

We organise events for the children such as Movie Nights and Discos - as well as after school Bake Sales and Seasonal Fairs for the whole family to enjoy. Our efforts help provide resources, experiences, and opportunities for all pupils. In 2023 we raise £4180 which funded a whole-school cinema trip, Year 6 Leaver's hoodies, and much more!

## DON'T MISS OUT ON OUR EVENTS - DOWNLOAD THE CLASSLIST APP!



- 1 FOLLOW US ONLINE**  
Facebook @theparentpond  
Instagram @the\_parent\_pond
- 2 DOWNLOAD CLASSLIST**  
Scan the QR code to download the app and book event tickets.



## Diary dates for 2024-25

We will be running tours of the school for prospective parents looking for September 2024 mainstream Reception places on:

- Friday 27<sup>th</sup> September at 10.45
- Tuesday 1<sup>st</sup> October at 09.15
- Tuesday 8<sup>th</sup> October at 13.45

Parent / Carers should contact the school office to book a place on their chosen tour – first come, first served! These tours give a realistic picture of a normal working day in the school – we do not set up a special or 'out of the ordinary' experience as we believe it is essential to see a standard, typical school day. If you know anyone who is looking for school places, please do let them know about these dates.

Parents looking for Resource Base-specific places should contact the office for an appointment and should remember that there is a different admissions procedure and criteria for RB places.

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| <b>Mon 9<sup>th</sup> Sep</b>                       | Y6 Beacon trip parents' meeting 15.15         |
| <b>W/B 16<sup>th</sup> Sep</b>                      | Year 6 residential trip to The Beacon         |
| <b>Wed 25<sup>th</sup> Sep</b>                      | Parent Pond Fun Run straight after school     |
| <b>Fri 4<sup>th</sup> Oct</b>                       | Flu nasal immunisations                       |
| <b>W/B 14<sup>th</sup> Oct</b>                      | Life Education workshops (PSHE)               |
| <b>Tues 15<sup>th</sup> Oct</b>                     | School photos                                 |
| <b>Wed 23<sup>rd</sup> Oct</b>                      | Last day of Term 1                            |
| <b>24<sup>th</sup> Oct – 1<sup>st</sup> Nov</b>     | Half term                                     |
| <b>Mon 4<sup>th</sup> Nov</b>                       | TD day – school closed to children            |
| <b>Tues 5<sup>th</sup> Nov</b>                      | Start of Term 2 for children                  |
| <b>Wed 18<sup>th</sup> Dec</b>                      | Whole school pantomime trip to Wyvern Theatre |
| <b>Thurs 19<sup>th</sup> Dec</b>                    | School discos                                 |
| <b>Fri 20<sup>th</sup> Dec</b>                      | Last day of Term 2                            |
| <b>23<sup>rd</sup> Dec – 3<sup>rd</sup> January</b> | Christmas holidays                            |
| <b>Mon 6<sup>th</sup> Jan</b>                       | Start of term 3, children back to school      |

### Remaining Teacher Training Day dates for 2024/25

The school will be closed to children on:

- Mon 4<sup>th</sup> Nov
- Tues 22<sup>nd</sup> April
- Mon 2<sup>nd</sup> June
- Thurs 24<sup>th</sup> July