



Scotch Orchard Primary School
Scotch Orchard
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Head of School: Dr Rhian Warrack
Assistant Head: Mr J Chapman

Friday 6th September 2024

Dear Parents/Carers,

WELCOME BACK AND ADDITIONAL INFORMATION

It has been a delight to welcome the children back to school to start the new school year and we extend a very warm welcome to all the children and their families across school who have joined Scotch Orchard for the new academic year. I have seen many happy children across school, and for the youngest children in Reception, the past two days have been packed with fun and activities as they busily get used to their new classrooms and school routines. We have also welcomed new arrivals in other classes across school; we hope that you and your families quickly feel a sense of belonging to our school community and if you have any worries or concerns, please do not hesitate to speak to the class teacher at the end of school or contact us via the school office (01543 227 400 or office@scotchorchard.staffs.sch.uk) for support.

Please find attached with this letter a copy of our Communication Policy, which provides further details about how communication between parents and school works, alongside the ATLP Code of Conduct for Parents and Carers, which sets out our expectations for how staff and parents should communicate respectfully with each other.

I would like to take this opportunity to share with you some changes that have taken place, since the end of last year. This September we have been joined by Mrs Clare Rowley, who is our new Family Support Worker and is a Designated Safeguarding Lead. She will be on the school gate in the mornings and afternoons when at Scotch Orchard (which will usually be Monday mornings, all day Tuesday, and all day Thursday), for people to have a chat with her or share any news. If you would like a more private conversation, please arrange an appointment to come in and meet with Mrs Rowley, via the school office. Mrs Rowley has held this position at another of our ATLP Schools and brings a wealth of experience in the role to our team. She will be working with families to provide support when it is needed and will play a key role in our Early Help provision, working with parents, children and agencies that work with schools to ensure our children, and their families, get the right help at the right time. We are delighted to welcome her to Scotch Orchard. We also say goodbye to Mrs Anna Parry, who has taken decision to leave Scotch Orchard Primary School for personal





reasons. Mrs Parry has not taken this decision lightly and wishes everyone at Scotch Orchard (and especially the children in Year 4) all the very best. We wish her the best of luck in her future endeavours.

Physical Education provision this year **for some year groups** will continue to be provided by Progressive Sports. For Reception and Year 2, PE will be taught by the class teachers. In addition, Year 6 will be attending 20 weeks of swimming lessons at the Friary School swimming pool. This will begin next week, on Wednesday 11th September, in the afternoon. Further details about the swimming provision will be shared with families separately. Please ensure that children come to school on their allocated PE day in the approved Scotch Orchard PE kit, details of which can be found on the website but are:

Indoor P.E kit:

- Plain white T-shirt
- Plain navy or black shorts (not baggy)
- Black pumps

Outdoor P.E kit (KS1 & KS2 only):

- Plain Navy, Black or Grey tracksuit
- Plain white T-shirt
- Trainers (these may get muddy)

If earrings are worn, must be removed for P.E., Games and Swimming lessons.

The PE timetable is as follows:

	9am – 11am	11am – 12pm	Lunch	1pm – 3pm	After-School sports clubs
Monday					
Tuesday					Matt – Clubz 4 Kidz
Wednesday	Year 1	Year 6		Year 5 Year 6 Swimming	KS1
Thursday				Year 2	Matt – Clubz 4 Kidz
Friday	Year 3	Small Group Activity Session		Reception Year 4	KS2

Progressive Sports Provision (Mr Atkinson)	
Scotch Orchard Staff Provision	
Matt – Clubz 4 Kidz	

Progressive Sports will be providing a series of after-school sessions for some children on Wednesdays and Fridays. This will involve children from different year groups, in KS1 and KS2 groupings. Reception children will be given the opportunity to take part in one of two clubs on Wednesday and Friday in the Summer 1 half-term, when they have developed their fine and gross motor skills and self-confidence sufficiently to take part in the planned program. We will contact





families directly if there are spaces allocated to your child, to determine whether they wish to take part.

In addition, Matt from Clubz for Kidz is offering after-school clubs on Tuesday and Thursday. Please see our previous communications to book a space for your child on any of these, if they wish to take part. If you require further information, please contact the school office. Finally, staff at school will be offering a range of after-school clubs that are free to attend on Monday afternoons. We will share details of these clubs in the next week and how to obtain a space if your child is interested. Places in all clubs are limited for safety reasons and will be offered on a first-come-first served basis. However, school will try to ensure that all of our children are able to attend a staff-run club at some point in the year, meaning your child may only be able to choose one club to attend across the school year. We will try and share a whole year's options with you so that your child can choose their favourite one.

I would also like to remind families of our school uniform requirements:

Boys

- White or pale blue shirt or polo shirt
- Black, navy or grey trousers
- Navy or grey jumper
- Black, navy or grey tailored shorts may be worn in the Summer
- Black or dark shoes

Girls

- White or pale blue blouse or polo shirt
- Grey or navy skirt, trousers or pinafore
- Navy or grey cardigan or jumper
- Blue and white check or stripe dresses may be worn in the Summer.
- Black or dark shoes.

Please name all uniform, coats, footwear and P.E. Kit. We are happy to use Sharpie pens in school to label items of uniform. If you do not wish us to label uniform items, please notify the school office.

Jewellery & Makeup

The only jewellery allowed to be worn at school are watches and studs for ear-rings. Hoops and dangling earrings are not allowed, due to health and safety rules. Makeup, including nail varnish, should not be worn at school.

This year we will continue to receive Musical Tuition from Entrust Music Service Staffordshire on a whole class basis for Year 3 and Year 5. Entrust provide a full class set of instruments for each year group so you will not need to purchase an instrument. The instruments will be sent home after the first lesson and will then need to be brought into school (and taken home) on the appropriate day each week. The children will hopefully have the opportunity to take part in a musical performance at some point in the school year alongside other schools, which is a fantastic opportunity to demonstrate their developing musical skills.





Families also have the opportunity to sign their child up for individual music tuition with experienced tutors from Entrust Music Service Staffordshire, with guitar and violin available this academic year. Please ask at the office for information and to find out if there are any spaces available.

For those families who would like their child/children in Year 6 or Year 5 to walk home from school, we require a letter to be sent into school stating that this is the case, signed by an adult with Parental Responsibility, before the children will be allowed to walk home alone. We do allow older siblings (secondary school aged – or above) to collect children from their classroom, but only if this has been agreed in advance with school, and we require written permission to be provided if this is the case. For those families who have previously provided written permission, we are happy to continue to use the letter we have in school and do not require a new letter for this academic year. If you wish to send an updated letter however, we would be happy to receive it.

Finally, if you use our Breakfast Club before school, you may have noticed that there are not many places left. If you wish to use our Breakfast club, your child must have been signed up beforehand using the booking system on BromCom. It is important that you select the correct age-band for your child's actual age, due to legal restrictions on ratios at out-of school clubs (under 8 years or 8 years of age and over). Please ask at the school office if you require any support with this and Miss Lowe will be happy to help you. If there are no spaces available, please let us know by email to the school office, as we are building up a waiting list. When we have sufficient numbers on the waiting list, we will then look to employ additional staff to make appropriate provision for the families in our community.

I wish you all a wonderful weekend and hope that you enjoy whatever remains of the hot weather with your families.

With many thanks for your continued support.

Rhian Warrack

Dr Rhian Warrack
Head of Scotch Orchard Primary School

