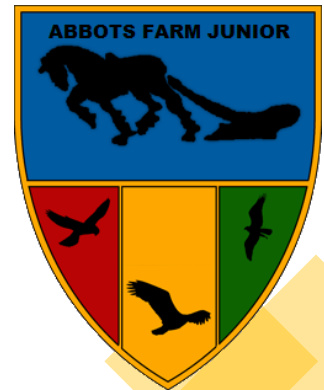


# Welcome to AFJS!





Learners for Life  
Farmers Forever



# Our 3 School Rules



We are safe

We are respectful

We always try our best

# Our School Values





Reflective

Ambitious

Resilient

Healthy Body and Mind



NO  
OUT  
SIDERS

**'All different, All welcome'**



# What will happen on my child's first day of school?



- Arrive between 8:50-8:55 to be greeted on the playground by the Year 3 teachers.
- Families leave and the Year 3 children line up outside.
- Pupils will be helped to find their lockers, drawers and seats.
- Each pupil will be given a learning pack with their very own equipment.
- No PE kit needed on the first day
- Come to collect your child at 3:05 so that we can get them used to home time without the other pupils for the first day

# What does a typical school day look like for a Year 3 child?

- Children are dropped off by parents/careers/family at the school gates at 8:40. They will then make their way into the Year 3 area. There are always staff on duty outside.
- They are greeted in the Year 3 area by the class teachers.
- Then they are helped to get prepared for the day ahead.



# A typical day's timetable

- SODA- curriculum activities
- Register and lunch choices
- Assembly
- Spelling
- Maths
- **Break**
- English
- **Lunch**
- PM Wider curriculum lessons (Science, Music, Topic, RE, French, PE, PSHE, Art, D&T)
- Story time





# Home time, Kidzone or Clubs

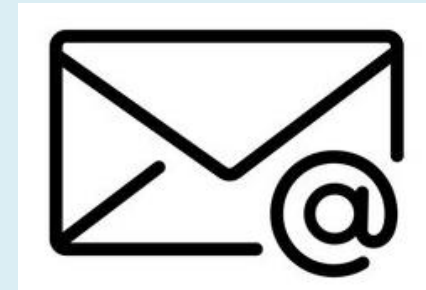
- Parents can come onto the playground to wait for their children at the end of the day.
- The Year 3 children stand with the teacher at home time and wait until they see an adult – they must let their teacher know they are going.
- If they are attending Kidzone or after school clubs, they will be taken there by a staff member.



# Communications



- Ordering and paying for school meals



- Contacts – authorised to collect
- Medical information
- Permissions

- Trips
- Payments
- Messages – in app

- Absences
- General queries
- Change of pick up

# School Communication Flowchart

As a school, we value the communication that we have with our parents and the support that it provides in developing our pupils. The flowchart below has been designed to support effective communication between school and our families. It is a tiered approach which aims to support both parents and staff and allow the opportunity to resolve issues efficiently and effectively. We endeavour to deal with any queries or concerns as quickly and effectively as possible. However, there are occasions where staff roles determine that immediate correspondence is not possible, but please be reassured that they will get back to you within a realistic timeframe.

Please visit our website <https://abbotsfarm.co.uk/> in the first instance for information regarding [diary dates](#), to see past [newsletters](#) and view [school lunch menus](#).  
All these underlined options above are clickable links that will take you straight to the page you need.

Tier 1			
Tier 1 should always be used as the first point of contact between families and school.			
Tier 1	Class Teacher	Children and Families Team	Office Staff
	<p>The following queries are to be raised with your child's class teacher in the first instance.</p> <ul style="list-style-type: none"> <li>Home learning queries</li> <li>Behaviour issues/concerns</li> <li>Learning concerns including initial SEN queries</li> <li>Home/pastoral/friendship concerns</li> </ul> <p><b>To speak with the class teacher, you can:</b></p> <ul style="list-style-type: none"> <li>-See them on the playground at the end of the day</li> <li>-Email them via <a href="mailto:admin2421@welearn365.com">admin2421@welearn365.com</a> and the office staff will forward this on to the teacher</li> <li>-Call the office and leave a message with them to pass on to the teacher</li> </ul>	<p>Need to talk?</p> <p>While teachers cannot always get back to you straight away, Mrs Smythe or Miss Wood are available to chat during the day.</p> <p>They are here to support not only the children in school but also those other very important people in their lives – you, their parents!</p> <ul style="list-style-type: none"> <li>Behaviour concerns at home</li> <li>Personal worries (you or your child)</li> <li>Pastoral concerns</li> <li>Mental Health concerns</li> <li>Friendship worries</li> </ul> <p>You can call them via the school office or email them on <a href="mailto:pastoral2421@welearn365.com">pastoral2421@welearn365.com</a></p>	<p>The following queries can be dealt with directly through the office (preferably by email <a href="mailto:admin2421@welearn365.com">admin2421@welearn365.com</a> but also by phone or in person).</p> <ul style="list-style-type: none"> <li>Reporting an absence</li> <li>Requesting a leave of absence</li> <li>Club issues e.g. spaces at a club or cancellation</li> <li>Kidzone enquiries</li> <li>Payment queries</li> <li>Medication/injuries</li> <li>Appointments</li> </ul>

If a matter is urgent, please call the office and they will get a message to the teacher or another suitable member of staff as soon as possible.


We appreciate that these lists are not exhaustive. If you are unsure of who to contact to help deal with your issue/ concern, please contact the school office in the first instance; they will take some details from you and arrange for the most suitable person to get back to you.

When contacting the office, Mrs Saunders or Mrs Bowcutt will ask you for some information to enable them to contact the relevant person and give an appropriate timescale for response. Please share enough information with the office staff to enable them to do this.



## Tier 2

If further support is required, the following staff members are available to support in their specific areas as detailed below. Either a teacher, a parent or a combination of the two can request a conversation/meeting with the staff member most closely related to the nature of the concern. Again, these requests can be made through the school office or via the teacher with whom the original concern was raised.

	<b>Mr Corbett (Deputy Headteacher)</b>	<b>Mrs Watson-Tate (Assistant Headteacher)</b>	<b>Mrs Daisy Berry (Assistant SENCO)</b>
<b>Tier 2</b>	<p>Teaching and Learning Safeguarding Behaviour, Welfare and Inclusion</p>	 <p>Behaviour, Welfare and Inclusion – while Mrs Watson-Tate is on maternity leave, queries relating to this area of school will go to Mr Corbett in the first instance.</p> <p>Special Educational Needs – while Mrs Watson-Tate is on maternity leave, SENCO responsibility will be covered by Mrs Webb but the primary point of contact for parents will be Mrs Berry.</p> <p>(Please use this dedicated email for anything SEN related <a href="mailto:senco2421@welearn365.com">senco2421@welearn365.com</a> )</p>	<p>Special Educational Needs (Please use this dedicated email for anything SEN related <a href="mailto:senco2421@welearn365.com">senco2421@welearn365.com</a> )</p> <div style="border: 2px solid blue; border-radius: 50%; padding: 10px; width: fit-content; margin: 10px auto;"> <p>Mrs Berry has completed the training and is now our Assistant SENCO so she will take on the day to day SENCO tasks and will be the main point of contact for parents in Mrs Watson-Tate's absence. Mrs Saunders in the office will support with SEN admin too.</p> </div>

## Tier 3

Having followed this flowchart through Tier 1 and Tier 2, if a matter needs further attention, it can be brought to the Headteacher. Again this can be organised through the office or in collaboration with the member of staff currently dealing with the query.

	<b>Mrs Webb (Headteacher)</b>
<b>Tier 3</b>	<p>In addition to concerns escalated through Tier 1 and 2, the following queries can be raised directly with the headteacher.</p> <ul style="list-style-type: none"> <li>• Issues which relate to Safeguarding concerns (or another Designated Safeguarding Lead in his absence)</li> <li>• Requests for school appeals or reference requests can be made directly to the headteacher via the office.</li> </ul> <p>NB. Anything that would normally be raised with Mrs Webb can be raised with Mr Corbett in her absence.</p>





**Abbots Farm Junior School**

120 likes • 143 followers



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Ad tools



112 posts 93 followers 11 following

Gemma Webb  
Learners for Life, Farmers Forever

113 accounts reached in the last 30 days. [View Insights](#)



New

POSTS

REELS

SAVED

TAGGED



## June Newsletter

Welcome to Abbots Farm Junior School



Headteacher's Welcome

Dear parents and carers,

Welcome to the penultimate newsletter of this academic year! The time has just flown by! This is actually the second newsletter I have written because the original one did not save properly and I lost it, so I am sure I have missed some things out in version 2 (but hopefully not!).

There has been much EGG-citement in school this week due to a new arrival in our library. This incubator is currently looking after 15 potential new additions to our AFJS 'flock' but don't worry, we