



# Carclaze Newsletter

Friday 7th December 2018

St Pirans Close

St Austell

PL25 3TF

Tel: 01726 74194 (*this is not a text service*)

Email: [secretary@carclazesch.org](mailto:secretary@carclazesch.org)

Website: [www.carclazesch.org](http://www.carclazesch.org)

Parent Pay: [www.parentpay.com](http://www.parentpay.com)

Head: Mr Simon Pollard

**Please note:** We are no longer able to receive incoming texts. You can report an absence by emailing via the website or leaving a message on the answer machine. We hope this helps as you do not have to wait to speak to reception.



**PENINSULA**  
LEARNING TRUST

Welcome and updates

Dear Parents and Carers,

I'm sure you don't need me to tell you that this week has been very wet.



We always try to go outside at lunchtime for at least some of the time. However, this week's rain gave us the opportunity to notice the wet playtime boxes are getting a bit empty.

If you are having a pre-Christmas tidy and have old games, comics or books you don't want we would like them for wet playtimes please.

I look forward to seeing lots of you at the coming end of project exhibitions and Carol Services. Not forgetting the Sing-a-long during the evening of 12th December. Tickets available from the school office until Monday afternoon.



Kind Regards

Simon Pollard

Head Teacher



Scan this QR code with your smartphone and it will take you straight to the school website.

## Diary Dates 2018 - 2019 - IMPORTANT

### Christmas Lunch and Christmas Jumper Day

12th December 2018

Christmas Dinner Day (12th December - book now on Parent Pay). We will combine this day with 'Christmas Jumper Day' so children can wear a festive top and we will collect small donations for the NSPCC.

Remember - The cost of school meals will rise to £2.36 from January 19.



### Carclaze School Football Kits

Please can anyone with a School Football Kit make sure it is washed and back in School by Friday 14 December 2018.

Many Thanks



Children's Socks, Pants and Tights - If anyone has any of these items spare at home and can donate them to our box of supplies we would be really grateful. Many Thanks

### 2018/2019 - Football and Netball Fixtures

If your child is selected for the Football or Netball Team then they will be notified about the following fixtures:

**15th January - Carclaze V St Mewan**

**29th January - Charlestown V Carclaze\***

**12th February - Carclaze V Biscovey**

Children will be transported to away games by coach but please collect them from the fixture at around 4.15pm. We will also be taking part in the Rosewarne Shield and Diamond Cup so look out for further details.

Lead Teachers: Miss Clemes and Mr Dingle.



### 2018/2019 - Inset Days

20th December 2018

Other 2018/19 Planned Dates:

#### Swimming Lessons:

Spring Term 2019 - Year 3 and 4 will Swim for 10 weeks from Tuesday 15th January to Tuesday 26th March 2019. 1.30-2.30

Summer Term 2019 - Year 2 will swim for first half and Year 1 will swim for second half - 5 weeks each. Every Friday from 3rd May to 12th July. 10.00-11.00 - Swimming Lessons will be payable at £2.50 per week and we will set this up on your child's Parent Pay Account.

#### Spring Term Activities Clubs:

14th January to 1st March - Available to book on Parent Pay from early January 2019.

### 13th to 17th May - SATS WEEK

### School Camps 2019

#### Year 3 - Porthpean

20th May to 22nd May 2019 - further information to follow.

#### Year 4 - Delaware

24th June to 26th June 2019 - further information to follow.

#### Year 6 - London - PAYMENT ITEM NOW CLOSED - NO FURTHER BOOKINGS

3rd to 7th June 2019 - £350 - now available to make payments on Parent Pay.

Camp Meetings will be held throughout the autumn term to keep you posted.

## Phased Leaders Information:



**Mrs Michelle Bray**

Phase 1 Lead

Mrs Bray is our EYFS Phase leader and works with us on Mondays, Tuesdays and Wednesdays. In addition to teaching Polkerris class, Mrs Bray's role involves liaising with all our feeder pre-schools to ensure a smooth transition from pre-school settings into our Early Years. She also works closely with Mrs Teague, our Phase 2 lead, to support the children as they leave Early Years and move into Year 1.



**Mrs Ann Teague**

Phase 2 Lead

Mrs Teague leads our Phase 2 team. This phase is made up of classes in Years 1,2 and 3. As well as teaching Carlyon Bay Class, Mrs Teague's role includes supporting the children in the transition into Phase 2 from Early Years (Phase 1) and from Year 3 into Year 4 (Phase 2).



**Mrs Roxy Aitken**

Phase 3 Lead

Mrs Aitken leads our Phase 3 team. This phase is made up of classes in Years 4, 5 and 6. Mrs Aitken teaches in Year 4 on a Monday and Tuesday and then supports the Leadership Team throughout the rest of the week. Mrs Aitken supports the transition of pupils into Year 4 and also works alongside the teachers in Year 6 to prepare our children for their transfer to secondary school.

## Phases and Phase Leaders

We have recently made a few changes to the Leadership Team Structure at Carclaze and we would like share those changes with you. The school now has 3 phases: early years, years 1 to 3 and years 4 to 6. This helps to develop and build on the family feel we have within year groups and generate a wider community for the children to access. Your child may have already begun to talk to you about 'phases' within our school - they have phase assemblies for example. Alongside the phases, we have introduced the role of Phase Leader in order to continue to improve lines of communication between home and school. The Phase Leaders are responsible for classes within their phase and provide additional support to the children and adults working within that phase as well as the parents.

Our new Phase Leaders are:

Phase 1 (EYFS) - Mrs Michelle Bray

Phase 2 (Year 1,2 and 3) - Mrs Ann Teague

Phase 3 (Years 4,5 and 6) - Mrs Roxy Aitken

Our Phase Leaders will provide an additional level of support within school and will take responsibility for pastoral care within their phases. You may well have already had contact with the Phase Leader for your child. As we are introducing the Phases and Phase leaders to you, we thought it would be useful to clarify the procedures we expect parents to follow if you have any concerns regarding your child or if you have any information they feel the school should be aware of.

- 1) Class Teacher - your child's class teacher should always be the first point of contact. If you speak to another member of staff, they will always ask if you have approached your class teacher first.
- 2) Phase Leaders - if you feel you need further information or for some reason the class teacher is not available, please contact the phase leader responsible for your child's year group. The class teacher may also involve the phase leader if they feel it is appropriate or the phase leader themselves may contact you if there is something they need to share with you. If you wish to make an appointment to see your Phase leader, please contact the office who will be happy to arrange an appointment with you or speak to your child's class teacher. Of course, Mr Pollard and Mrs Colwill (Assistant Headteacher) are also available and will be happy to support the work of the class and Phase Leaders if appropriate. As always, if you have concerns over the safety or safeguarding of your child or any other child within the school, the Safeguarding Team are also always available.

**Go Active - Christmas Holiday Clubs - now  
available to book on Parent Pay:**

**21 December 2018 and 2 January 2018**

**Deadline for Bookings is Monday 10  
December 2018**



**Class Christmas Parties**

**Foundation Stage** - Monday 17th December 2018 - Children can wear 'sensible' party clothes all day.

More dates to follow.



We need your help! If you shop online, please could you sign up to easyfundraising to support Carclaze School?

It's a really easy way to raise money for us – you just use the easyfundraising site to shop online with more than 3,500 well known online stores like Amazon, Argos, John Lewis, ASOS, Booking.com, eBay, Boden, and M&S and when you make a purchase, the retailer sends us a free donation, at no extra cost to you.

We want to raise as much as possible, so please visit our new easyfundraising page at <https://www.easyfundraising.org.uk/causes/carclazeschool/> and click 'support us'.

Many Thanks



Carclaze School  
Fundraising Ideas |  
[easyfundraising.org.uk](https://www.easyfundraising.org.uk)

[www.easyfundraising.org.uk](https://www.easyfundraising.org.uk)

Help Carclaze School raise money by using [easyfundraising.org.uk](https://www.easyfundraising.org.uk) every time you shop online.

## Attendance Information:

Welcome to the weekly attendance awards. We have been set a target of more than 96% attendance. This week the following classes have reached their target and will receive 10 minutes extra play:

Charlestown	96.1%
Porthpean	96.9%
Pisky Cove	98.9%
Greenaway	96.6%
Carlyon Bay	99.4%
Perranporth	96.3%
Bamaluz	97.8%
Porthluney	97.1%
Hemmick	96.9%



The following classes just missed out on their target this week. Good luck for next week:

Polkerris	95.7%
Mawgan Porth	95.4%
Sennen	93.9%
Harlyn Bay	94.2%
Polzeath	94.2%

If you would like to know your child's individual attendance please login to the eSchools website - [www.carclazesch.org](http://www.carclazesch.org)

## Other News - Important Information :

Please remember when preparing lunches and snacks for your children -



we are a **NUT FREE**

**SCHOOL.** No products containing nuts should be sent into school - Many Thanks  
Swimming Kits and Sports Kits - please be aware that we will not be calling home for forgotten kits. Please try to encourage your children to remember everything they need to bring at the start of the school day.

### Autumn Dates:

- Monday 10th December at 2.00 and Tuesday 11th December at 9.30am - 10.00am EYFS Nativity - Parents Welcome.
- Tuesday 18th December 9.00am - Phase 2 (Yrs 1,2 and 3) Christmas Service  
Parents Welcome
- Wednesday 19th December 9.00am - Phase 3 (Yrs 4,5 and 6)  
Christmas Service - Parents Welcome

**Mid Cornwall Sports Network: A letter will be sent home if your child is selected to run:**

5th December 2018

9th January 2019

6th February 2019

**Please see the next page for more important dates and events**



## Certificate Winners This Week:

### Responsibility - Celebration - Maths

Our focus value for the month of **November** is **RESPONSIBILITY**.

If we teach this value early in life it will see children through into their adult lives as they will be able to take responsibility for:

- Their health;
- Their belongings;
- Their attitude; and
- Their work.

Certificates will be presented in assembly each week (Fridays at 2.30pm). We aim to call parents the night before to invite you in if your child is receiving a certificate. **Please see the 'letters and information' section for a guide for parents on British Values.**

Pisky Cove	Responsibility - E Haydney Celebration - K Bird Maths - C Owen-Walmsley
Greenaway	Celebration - H Duckmanton Maths - O Jones
Bamaluz son	Responsibility - P Milton Celebration - D Richards/C Robin-
Porthluney	Responsibility - E Wood Celebration - A Roberts/P Bate
Polzeath	Responsibility - K Wilder Celebration - M Bullen
Hemmick	Responsibility - S Webb Celebration - F Hutchings



## Photography Policy:

### Carclaze Community Primary School - Use of Photographs and Videos by Visitors and Parents

As we are approaching the time of year when we invite parents into school to celebrate and share events with their children we thought that we would take the opportunity to remind all parents and visitors of school policies and procedures surrounding the taking of photographs and videos in school.

Generally, it must be noted that:

- **Under normal circumstances, there should be no reason for a parent or visitor to take images/videos on site.**
- **If photographic/video equipment is seen in use, it will almost certainly be challenged and content requested to be deleted.**

There are however, special circumstances that may arise where it is felt that parents may take photos of their own children at events (e.g. special assemblies, end of project events or sports days). If these events are deemed acceptable, there will be clear verbal communication at the start of an event, which will also be supported by additional signage making it clear what limitations to the rule exist.

- **Under these circumstance, it will be made explicitly clear that:**
- **Images/videos must only be taken if the individual child of the parent who is taking the image can be identified. This means that if other children are in the picture/video view then the photo/video must not be taken (as other parents have the right to expect their child's image to be protected).**

Parents who do not follow the advice above may be asked by parents and/or the school to delete associated images – which they must do as quickly as possible from all media/social platforms. Failure to do so may place them in breach of school policy and in some cases; leave them open to legal challenge.

Whole Year Group/School Events:

- **There may be occasions where there will be the opportunity to take photographs of groups of children eg the Nativity Play or the Year 6 production. On these occasions, a separate letter will be sent out to parents, prior to the event, asking for signed permission for their children to be included in the group photographs. If you do not give permission, your child will be removed from the group shots before the photographs are taken.**



## Notices:

### Morning Drop off Procedures:

Please note that all children in years FS-4 should be accompanied to their classrooms in the mornings by an adult and not left at the gate to walk down by themselves. They are too young for this responsibility and if anything happened to them we would be unable to help as they are unsupervised outside at this time.

Classes in question are as follows:

Polkerris	Carlyon Bay
Charlestown	Perranporth
Porthpean	Harlyn Bay
Pisky Cove	Sennen
Greenaway	
Mawgan Porth	

By the time they reach Years 5 and 6 they are deemed more responsible and can be left at the gate to walk down by themselves.

Thank you for your co-operation in helping us keep your children safe.

Please can we remind parents and carers of the following when using the car park. These rules are in place to keep you and the children safe during school pick up and drop offs:

### CAR PARK

- ◆ Please reverse park into a space - this means that once you have your child you can drive out safely.
- ◆ **DO NOT PARK** in Taxi Bays - We have several children travelling alone by taxi and for their safety the bays must be kept clear. Anyone parking in a Taxi Bay will be asked to move.
- ◆ Disabled Bays are for disabled drivers only (Blue badge holders only)
- ◆ Staff Car Park - **DO NOT** cross the zebra crossing and use the Staff Car Park.

### GENERAL SAFETY

- ◆ Can we remind parents that school opens at 8.40am. Prior to this children are not supervised so please do not drop them off and leave. If you have to drop off before 8.25 then children need to be booked into Breakfast Club.
- ◆ When dropping children off please use the pedestrian 'walk ways and paths'. Do not walk through the Staff Car Park as this is dangerous for both you and your children.

The above rules are to keep you and your children safe whilst on school grounds - thank you for your co-operation.

### Christmas Lunch

This year's Christmas lunch for the children will be held on Wednesday 12th December. Please see the menu below and ParentPay for choices. Please note there will be no Jacket Potatoes served on this day.

All lunches must be ordered via ParentPay by Sunday 9th December latest. No other orders will be taken after this date.



**caterlink**  
feeding the imagination

### Christmas Lunch Menu 2018

Roast Turkey served with Chipolata Sausage, Sage and Onion Stuffing, and Gravy  
or  
Quorn Roast

Served with

Roast Potatoes,  
Carrots & Garden Pea-Medley  
Honey Roast Parsnips

Dessert  
Christmas biscuit or Christmas Pudding

# Friends of Carclaze



A huge thank you to all the Friends, parents and staff who volunteered and gave up their time on Saturday to make our Christmas Fayre a big success and enjoyable experience for all.

## Upcoming Important Dates:

12th December - Christmas Sing-a-Long

7.00pm

17th January - Friends Meeting 7.30pm  
all welcome



## Bun Bake Dates:

Year 6	-	5th November	Year 2 - 6th May
Year 5	-	14th January	Year 1 - 17th June
Year 4	-	11th February	FS - 8th July
Year 3	-	4th March	

## Current Committee..

**Chair** - Joanna Miles

**Vice Chairs** - Donna Miles & Marie Kast

**Treasurers** - Jo Plester & Zoe Derriman

**Secretary** - Kerry Gray

**Vice Secretary** - Alisa Shopland

We are friendly, approachable and hope to put new attendees at ease but if you are nervous, bring someone along with you as the more the merrier!



**Friends of Carclaze School**

# Christmas Singalong

**Wednesday 12<sup>th</sup> December 7pm**

**Come and join us, a band and choir, for festive music and refreshments  
Raffle and Christmas stall**

**Tickets £3**

**includes pasty and drink  
(mulled wine and non alcoholic option)**



### School Uniforms

Please can we remind parents of the school rules surrounding School Uniforms? It is important that all children come to school dressed and wearing the correct uniform.

- **Grey/Black – Trousers, Shorts, Skirt or Dress (Purple Check Summer Dresses)**
- **White Polo Shirt, Shirt or Blouse**
- **White, Grey or Black Tights or Socks**
- **Purple School Cardigan, Jumper or Fleece**
- **PE KIT – Black Shorts – White T-shirt's – Sensible Trainers or Plimsolls (Black Hoodies and Leggings for winter sports if required)**
- **Black School Shoes - not trainers or knee high boots.**

**NO – Purple Tights or Purple Polo Shirts to be worn. NO Trainers during the day – only for sports.**

**NO - Jewellery (only stud earrings) makeup or nail varnish.**

### Apps – Websites – Useful Information

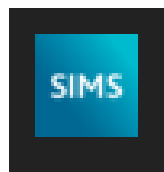
[www.carclazesch.org](http://www.carclazesch.org) – this is our school website where you will find lots of useful information on term dates, newsletters, clubs, policies, school data etc.



You can browse the general website or click the 'login' button to do more specific things like book parents appointments and view your child's attendance information. You can also inform us of your child's absence by text message.

[www.parentpay.com](http://www.parentpay.com)

– this site is for making payments for School Meals, Clubs, School Trips, and Wrap-around Care etc. Please ensure you remember your login and visit the website regularly to keep on top of bookings and payments.



[SIMS Parent Lite App](#) – this is a secure app that you can login to and update yours and your child's personal data (contact numbers, email, home address etc). Coming in September 2018 and available to all parents that have supplied us with an email address.

All of the above sites are designed to help with School to Home Communication. If you experience any issues with logging on or using the systems then please contact the school office who will assist – 01726 74194.



## Review of Wraparound Care Provision

Dear Parents/Carers

As part of the Peninsula Learning Trust we have undertaken a review of our booking and charging policies for Breakfast Club and Busy Bees.

This has been necessary as more children are using the services and we need to be able to provide the appropriate ratio of staff for the number of children attending. We have looked carefully at the policies and provision of the other schools in the Trust.

### **From the 7 January 2019 we will be introducing the following new procedures and charges:**

Children **must be booked** online using Parent Pay if they wish to attend Breakfast Club or Busy Bees. Failure to book will mean that we will contact you and ask you to collect your child immediately and a penalty charge will be added to your Parent Pay account of £5.00.

For Breakfast Club this will need to be booked on **Parent Pay by 5.30pm the day before.**

Please ensure you bring your child into Breakfast Club so that we can check them off the register.

For Busy Bees this will need to be booked on **Parent Pay by 12.00pm** on the day. Please see above notice about penalty charges.

Please note – you must collect your child from their classroom if they are not booked into Busy Bees – children will not be brought up.

### **There will be one charge for Breakfast Club of £3.50 (additional £1.00 charge for eating breakfast):**

This will cover children dropped off between 7.30am and 8.20am.

The number of parents dropping off around 8.30am has greatly increased and is unmanageable therefore you must book a place at breakfast club and doors will close at 8.20am **No children will be accepted into the club without prior booking or payment so please ensure you see your child into school each morning.**

### **Busy Bees will be charged £3.50 per hour:**

3.00pm (3.10pm) until 4.00pm - £3.50/4.00pm until 5.00pm - £7.00/5.00pm until 6.00pm - £10.50 (there will be NO half-hourly charges).

Please ensure you pay enough on Parent Pay to cover the full cost of your Wraparound Care. Once you go into the next hour **(whether it is 5 minutes or 55 minutes)**, you will be charged the additional £3.50. Failure to pay enough or late pickups may incur a penalty fee.

**Credit and Childcare Vouchers** – we appreciate that those Parents using Childcare Vouchers do not have the facility to book on Parent Pay. Please keep an eye on Parent Pay and ensure you are paying enough in Vouchers to cover your bookings in advance. Please let Busy Bees, Breakfast Club or the School Office know in advance the days your child will need to use Wraparound Care.

If your account is in **Credit** then Parent Pay will not allow you to make any further bookings. You can either add a minimum amount of £0.50p and make a booking or call the office before **12.00 midday**.

**Please note – even if you are in credit or are using childcare vouchers you must still notify the office or wraparound of your plans to use Busy Bees or Breakfast Club in advance. If you know your child will use the same days every week then just let us know and we will make a note of this.**

Please make sure you check your child's Parent Pay Account on a regular basis and keep ahead of payments. You can also use Parent Pay to message the school about any payments items and bookings.

We apologise for any inconvenience these changes might cause. However, we hope you understand our need to be able to support the children with appropriate ratios of staff and increase the robustness of registers of attendance. For safeguarding reasons we need to ensure that, we as a school, are aware of which children will be attending which club and when.

### **Useful Contact Numbers:**

**School Office – 01726 74194 (answer phone available)**

**Busy Bees – 07821595894 (out of school hours)**