



TOWNGATE PRIMARY ACADEMY



Chief Executive Officer:
Mrs Sue Vickerman
Principal:
Mr Steven Walker

Designated Safeguarding Leads: (DSL)

Mr Steven Walker – Safeguarding Officer

Mrs Annabel Berry & Ms Sarah Brown –
Deputy Safeguarding Officers

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19th October 2017

Dear Parents & Carers

Upcoming events in the academy

Thursday 19 th October	PTA Halloween disco KS1 (classes 1, 1/2 & 2) 3.15– 4.30pm KS2 (classes 3a & 3b, 4, 5 & 6) 4.45 – 6pm
Friday 20 th October	9.00 Harvest festival led by the children. Please note there will be no certificates this week in order to ensure enough time for the festival. No coffee morning today. Break up for the holidays
Monday 30 th October	Return to school

Parent's Evenings

Please ensure you have booked your slot for parents' evenings for the first week back. These are first come first served.

The dates are Monday 30th October – 3.30 to 7 pm and Thursday 2nd November – 3.30 to 5 pm.

PE kits

Some children do not have PE kits in school. Please can you ensure that you provide your child with the equipment they need to undertake their lessons. We do not have a supply of spare kit for children to use.

Change to Catering Provision

Due to the cold weather from the new term children will also be offered soup and a sandwich. Grab-a-bags will only be available for school trips if ordered and will contain a bottle of water.

Christmas Shoebox Appeal

Children have brought home Christmas shoebox leaflets which need to be filled and returned by Friday 10th November if you wish to participate.

Learning Mentor and Attendance Officer

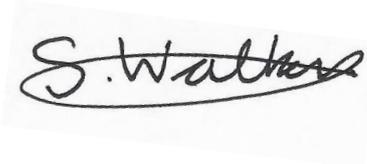
Ms Brown our learning mentor is currently on reduced hours until Christmas for medical reasons, and is working 10.00am – 1.30pm. Naturally Ms Brown wanted me to let parents know, as I know how many of our families and children value Ms Brown's fantastic pastoral support. While she is on reduced hours, it will not be possible to contact Ms Brown before 10.00 nor arrange a meeting with her outside of these hours. In addition, Ms Brown will have to prioritise her workload to ensure that the most urgent cases are dealt with in these reduced hours. Mrs Berry will be taking on more of the safeguarding work, while Ms Eke will be supporting with Behaviour lead work, while class teachers are taking on a little more of the pastoral and face to face contact role with parents. We thank you for your patience during this period.

Our Attendance Officer Ms Higgins will be leaving us at the start of next half term, having secured a position working as a support worker. We wish her well and thank her for her contribution to the school. We hope to have a new member of staff in place before November 2017.

Ms Ballard

Ms Ballard, the teaching assistant in year 2, will be leaving us this week. We thank her for her work and wish her well in her future career. We have reorganised some of the teaching assistant staffing to ensure that each class has a teaching assistant, and will be recruiting a new member of staff after the half term holidays.

Yours sincerely

A handwritten signature in black ink that reads "S. Walker". The signature is written in a cursive style and is underlined.

Mr S Walker
Principal