



# Little Leigh Primary School

Shutley Lane, Little Leigh, Cheshire, CW8 4RN



## Administration Newsletter

March 2018  
Spring  
Term 2



### School PING App

Whilst the introduction of the school communication app take-up has been successful, the actual opening of messages pinged out to you all is unfortunately not great! Since PING's introduction, school has sent out 42,750 messages, of which the opening rate is only 54% (*yes, we do have the ability to see which parent has and hasn't opened the message sent!*) We completely understand that you are all inundated with text and email, **but it is very important you open each and every one sent to you by school as you may be missing some vital information.**

### Voluntary Contributions

You may be aware from ongoing news about school funding that budget changes were forecasted. Unfortunately, this year, our devolved budget has been reduced by the sum of £50,000 which applies to our April budget. As you can imagine, this has some serious consequences for our school and what we can/can't continue to subsidise/provide. Realistically, we have always tried our utmost to reduce the cost of any trips/events for all classes. The last academic year has also seen an increase in parents failing to make voluntary contributions for their child's class visits and events. This has continued into this academic year and a shortfall in excess of £1000 has been carried by the school to fund non-payments. Going forward, we have to be very careful and will need to seriously consider having to cancel trips and events should we fail to receive sufficient voluntary contributions. The contributions you make as parents and carers really do **help enormously**. Whilst payments are not compulsory, they will make a difference ensure our children can continue to receive enriching opportunities outside of the classroom.

### School lunches

**Orders-theme lunch day:** some parents are ordering a lunch for the theme day for their child, but then not having them as they have brought in a packed lunch from home instead. This is a gentle reminder from Mrs Beasley that when she takes an order, she has to order the food in from the supplier, cook it and it then becomes wasted food. This also carries a cost implication to the school. Please try to remember when you have placed an order from the kitchen so your child will get to enjoy the experience of a themed lunch day.

**Menu choice - theme lunch day:** whenever we have a theme lunch, Mrs Beasley will ask a selection of children for their ideas for what they would like to see on the menu. For example, for the World Book Day theme lunch (this week), Year 6 have supplied her with a raft of menu idea's. This is a great opportunity for the children to be involved (of course Mrs Beasley will ensure it meets the 'healthy eating' standard). Keep up the good work children!

Twitter



@LittleLeighSch

Are you following Little Leigh school on Twitter yet? Our followers are increasing, however, we hope you will all join us and enjoy all the instant class news at your finger tips 😊

## Child's data information

Please do your best to keep us as up to date as possible with any changes to your child's information held at school. This may apply to changes to the following:

- Telephone numbers
- Address
- Priority contacts order (in case of being notified by school regarding your child's sickness, accident etc.)
- If your child has a Health Care Plan and information has changed.

In addition to this, if you have supplied school with medication it is your responsibility to ensure it is in date. **Remember, we may need all of this important information in case of an emergency.** Thank you.

## Parking and village voluntary one-way system

**Parking** - our local PCSO has been attending our school site on a drop-in basis at the beginning and end of the school day. Mr Hill, our Site Manager, has been putting out cones in certain areas to try to discourage inappropriate parking. Please do try to park and use the roads safely, especially at busier times.

**One-way voluntary system** - thank you to everyone who is following this system during busy times.

**Reporting traffic incidents** - school is unable to police what happens on the road outside of school. Should you witness any sort of road incident then you should report this directly through formal routes by contacting the Police on 101.



**School lunch debt** Please remember that dinners taken need to be paid for regularly during any half term. **In line with the "Bad Debt Policy," if your child's lunch debt isn't cleared each half term, then your child/children should come back to school in the new half term with a packed lunch provided by yourself. This should remain in place until that debt is cleared in full.** If the debt is not cleared, and, if you don't send in a packed lunch with your child, you will be contacted by the school office to bring in a lunch for your child. Reminders will be sent about any negative credit balance in line with the Bad Debt Policy. This will be for a limited time and then the debt will be handed over to the council.

## Donations in support of local organisations



A huge 'thank you' to you all for the voluntary donations you send in to support the local charities we fundraise for. Our 'Go red for a bed' event raised £145 for St Luke's Hospice. Our fundraising really does make a difference to those local organisations - so thanks once again!

## Changes to school office opening and closing times

Monday	Tuesday	Wednesday	Thursday	Friday	Inset Days
Opening 8.30am	Opening 8.30am	Opening 8.30am	Opening 8.30am	Opening 8.30am	Closed
Closed 4.00pm	Closed 4.00pm	Closed 3.30pm	Closed 3.30pm	Closed 3.30pm	
Mrs Metcalf	Mrs Metcalf	Mrs Buckley	Mrs Buckley	Mrs Buckley	

## Contact us



### By Telephone

The school office telephone is answered routinely. However, we are not always able to do this for many reasons. Please be reassured that all answer machine messages left on the school line (01606 288288) are listened to regularly. If you leave us a message, please include:

1. Your child's name and class/class teacher
2. Your name
3. Your message

If school contacts you, the school telephone number appears as a 0845 number.

### By Email: [admin@littleleighprimaryschool.cheshire.sch.uk](mailto:admin@littleleighprimaryschool.cheshire.sch.uk)

As you will understand, school receives hundreds of emails a day from a variety of sources. Every effort is made to answer parental emails as a priority and to deal with them as soon as possible. It would help if you can mark your emails in the title as:

**URGENT:** we will respond on the day.

**ROUTINE or NON-URGENT:** we endeavour to respond as soon as we can.

**Please note:** If you try to email the headteacher directly please be aware they do not always make their way to the 'inbox'. This is owing to a strong filter on the account. Please use admin email or School Business Manager email at [SBM@littleleighprimary.cheshire.sch.uk](mailto:SBM@littleleighprimary.cheshire.sch.uk)



We continue to strive to **work together** with you as parents/carers. We issue many letters and forms. We do need to sometimes chase missing forms and there are reasons why we do this. Thank you to those who always return forms promptly. Do try to remember to return things to us ASAP. We can always try and help with supplying a missing letter or a form. Just pop into the office and we will do our best to help. Any questions then please do contact our schools office staff; Mrs Buckley (Office Manager) or Mrs Metcalfe (Clerical Officer).

**I hope you all find the information and reminders useful.**

**However, if you feel you need any further information, please contact me on:**

**[SBM@littleleighprimary.cheshire.sch.uk](mailto:SBM@littleleighprimary.cheshire.sch.uk)**

**With kind regards**

**Mrs Lyn Mallon  
School Business Manager**

## This Term/Inset & Holiday Dates

<i>Term</i>	<i>Pupils First Day</i>	<i>Pupils Last Day</i>	<i>INSET Day</i>	<i>Bank Holiday</i>
Spring Term 2 (Feb-April)	Mon 26 <sup>th</sup> Feb	Thurs 29 <sup>th</sup> Mar	/	Fri 30 <sup>th</sup> Mar & Mon 2 <sup>nd</sup> Apr

<i>Easter Holidays</i>	<p><i>Monday 2<sup>nd</sup> April-Fri 13<sup>th</sup> April 2018</i></p> <p><i>School opens again on Monday 16<sup>th</sup> April 2018</i></p> <p><i>Summer Term 1 (below)</i></p>
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<i>Term</i>	<i>Pupils First Day</i>	<i>Pupils Last Day</i>	<i>INSET Day</i>	<i>Bank Holiday</i>
Summer Term 1 (Apr – May)	Mon 16 <sup>th</sup> Apr	Fri 25 <sup>th</sup> May	Mon 23 <sup>rd</sup> April	Mon 7 <sup>th</sup> May & Mon 28 <sup>th</sup> May