



# Alderbury & West Grimstead CE Primary School Newsletter

## Foundations for Life

Friday 5<sup>th</sup> June 2026

Kindness

Justice

Respect



**This term our Collective Worship theme is:**



*This week we learnt an acrostic poem about respect. We know that respect is about treating others as you'd like to be treated.*

### Headteacher's Update

We hope you all enjoyed last week's beautiful sunshine. It has certainly been a busy and positive first week back at school. We have been delighted to see our Year 6 pupils engaging so well with their writing, producing some truly lovely pieces. Meanwhile, our EYFS children have been making the most of their outdoor learning opportunities, even with the more drizzly weather we have experienced this week. Across the school, children have demonstrated fantastic collaboration and respect, particularly during indoor break times, which has been wonderful to see. Please find attached to this week's newsletter a communication flowchart, which outlines the best ways to get in touch with us should you have any questions or queries. Thank you, as always, for your continued support.

### Staffing Update

We are delighted to welcome two new members to our school community this term. Mrs Voigt and Mrs Adolph will join us as Teaching Assistants and MDSAs and will be working closely with our pupils across the school. We are very pleased to have them on board and know they will make a valuable contribution to our team. As we look ahead to the end of the academic year, we will also be saying farewell to three valued colleagues. Miss Anderson will be leaving us to return to university in Scotland, Mrs Hill is moving on to pastures new and Miss Orphan will be relocating and has secured a new post closer to her new married home. We thank them all for their dedication and commitment to the school and we wish them every success and happiness in their next chapters. We will certainly miss them.

### St Mary's Family Event Saturday 20<sup>th</sup> June 2:30–4:30pm

St Mary's Church next event is a Muddy Church based at the Guide Hut and with activities in the woods. This is aimed at primary age children but there will be some provision for younger siblings in the Guide Hut. The afternoon will finish with hot dogs around the fire pit. We'd love to see you there. It would be good to have an idea of numbers, so we buy enough sausages! And also any dietary requirements. Please email [alison@larkham.me.uk](mailto:alison@larkham.me.uk) to confirm attendance. Thank you.

### FAWGS Colour Run

FAWGS Colour Run is fast approaching us and we are all getting very excited and busy getting everything sorted for what we hope will be another great day for everyone. As part of the day, we will be having our 'Bottle Tombola' back again and to help make this as successful as it was last year we are inviting children to wear their own clothes to school in exchange for bringing in an unopened bottle of (preferably alcoholic and within date!) drink as a donation on Friday 19<sup>th</sup> June (see attached poster). Please also see the Colour Run poster attached and just a reminder that early bird tickets end on 12<sup>th</sup> June!

### Key Dates

15<sup>th</sup> June – INSET Day (no pupils in school)

17<sup>th</sup> June – Class Pics/Leaver Pics

2<sup>nd</sup> & 3<sup>rd</sup> July – Y5/6 Residential – Fairthorne Manor

10<sup>th</sup> July – Sports Day (parents invited from 12:15pm onwards)

11<sup>th</sup> July – FAWGS Colour Run & Summer Fair

**Best Wishes,**  
Mrs Emily Woolf  
**Headteacher**

# Communication Flowchart

At Alderbury & West Grimstead CE Primary School, we value strong communication with families and recognise the important role it plays in supporting our pupils. Our staged approach is designed to ensure clear, effective communication and to help resolve concerns promptly and appropriately.

Communication includes written information—such as emails and letters—as well as verbal contact, including phone calls and face-to-face meetings. To support positive and productive exchanges, we ask all parties to follow our school's communication expectations.

Staff will respond within a reasonable timeframe, while prioritising teaching during the school day. Brief minutes will be taken during meetings to ensure clarity and record agreed actions. We also ask parents to communicate respectfully and understand that confidentiality may limit the information we can share, particularly regarding other pupils or behaviour incidents.

## Step One

This is the first point of contact between families and the school. The table below helps you to decide whether the communication requires the attention of your child's class teacher or if the school office is more appropriate. Teachers are available most days after school to arrange an appointment. Alternatively, your query can be emailed to the school office to be forwarded for the attention of the class teacher.

### To be addressed with class teacher

- Home-learning queries
- Behavioural issues/concerns
- Learning & academic progress queries
- Home/pastoral/friendship concerns
- Class specific information
- Special Educational Needs
- Adjustments in class

### To be addressed with the School Office

- School events information
- Changes to the usual school day (please check the newsletter first)
- Reporting absence/attendance queries
- Medication/first aid/appointments
- School meal or Arbor queries
- Enrichment queries- music, sport, trips etc

## Step Two

Please ensure that you have referred to Step One before you proceed.

If further support is required, the following members of the leadership team are available to support. Appointments and correspondence must be sent via the school office.

### SEND/ Inclusion matters

- Escalated SEND concerns
- Ongoing SEND correspondence
- Parent and family support
- Pastoral care

### Headteacher/Deputy Headteacher

- Escalated behaviour concerns
- Escalated learning concerns
- Attendance
- Safeguarding



## Step Three

If a matter needs further attention, or you feel that your concern has not been effectively addressed, please refer to our complaints policy. Stage One complaints must be submitted in writing to the Headteacher. Complaints cannot be escalated to Stage Two until Stage One has been completed. Complaints policy can be found on school website.