



Alderbury & West Grimstead CE Primary School Newsletter

Foundations for Life

Friday 12th June 2026

Kindness

Justice

Respect



This term our Collective Worship theme is:



This week we thought about how we can show respect by praying for others.

Headteacher's Update

Despite the rainy weather this week, there has been such a bright atmosphere around school. I've had the pleasure of popping into lots of classrooms and I couldn't be prouder of the children's behaviour for learning. Their focus, kindness and determination have really stood out. Our Year 4 pupils approached the Multiplication Tables Check with a super attitude, showing real resilience and effort. The same can be said for our Year 1 children, who tackled the Phonics Screening Check with enthusiasm and confidence. We are incredibly proud of them all. I hope you have a lovely weekend. A reminder that Monday is an INSET day, so we look forward to welcoming everyone back to school on Tuesday.

Communication

Our communication flowchart is now in action and is attached again this week for your convenience. Please note that the best email address for contacting the school is admin@alderbury.wilts.sch.uk. Mrs McLeod will ensure your message reaches the right member of staff. We aim to respond to emails within 48 hours so please call the school office if your enquiry is urgent. To support positive communication, we are holding two Friendly Friday events this term. You are warmly invited to pop into the hall at school drop-off for a cup of tea and a biscuit with a member of the leadership team. Come and say hello to Mrs Woolf on Friday 19th June and Mrs Wilkinson on Friday 26th June, between 08:45 and 09:20am.

Cutlery Plea!

We are now eating and playing together as a whole school, which is wonderful — but it does mean we're running a little short on cutlery for school dinners. If you have any spare cutlery at home that you no longer need, we'd be very grateful if you could drop it into the school office. Thank you so much for your support; it would be greatly appreciated.

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 19th June (see attached poster). **A reminder that early bird tickets end TODAY!**

Key Dates

15th June – INSET Day (no pupils in school)

17th June – Class Pics/Leaver Pics

19th June – Dress down for a bottle

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

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

11th 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.