



Alderbury & West Grimstead CE Primary School Newsletter

Foundations for Life

Friday 19th June 2026

Kindness

Justice

Respect



This term our Collective Worship theme is:



*This week we loved working with
Open the Book – ask about
which story we learnt!*

Headteacher's Update

We've been so pleased to see the children enjoying school again this week. They have been engaging beautifully with one another and taking part in some lovely learning across the classes. Owls have been finding out all about where food comes from and we're very grateful to our wonderful kitchen team for supporting their learning so enthusiastically. Rehearsals for Mary Poppins, our end-of-year showstopper, have also been a delight — the excitement is certainly building. Last Friday, we were also delighted to welcome Dave Osper, our local village youth worker, who led assembly and ran workshops with Years 5 and 6. We encourage as many children as possible to attend the youth club advertised on the attached flyer. It was also a delight to meet the parents of our incoming Reception cohort and share some important transition information with them this week. We're so looking forward to them joining us. A big thank you for all the bottles kindly donated today; the children thoroughly enjoyed dressing down. **STOP PRESS:** The weather forecast for next week is looking to be a hot one so please ensure your children are attending school with sun cream on, bring sun cream and a hat with them and make sure they've got a full water bottle. Children are also welcome to wear P.E. kit to school if it's warm and they'll feel more comfortable in this. Enjoy the sunshine ☀

St. Mary's Family Event THIS Saturday 20th June 2.30 – 4.30pm

Join St Mary's for Muddy church based at the Guide Hut in Firs Road (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 too. We'll finish with hot dogs around the fire pit so an idea of numbers, so we buy enough sausages, would be great and also any dietary requirements. Please email alison@larkham.me.uk to confirm your attendance.

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.

Key Dates

26th June – Friendly Friday Cuppa with Mrs Wilkinson (just pop in after drop off!) 8:45-9:20am
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.