

8th September 2023

Dear Parents

What a busy first week it has been! We are so proud of the way the children have come back into school and are so ready to learn. Many thanks for preparing your children so well for the new year.

Communication

As the year progresses, you will notice the pattern of communication from school to home. Please check your emails regularly, as almost all communication will be via email. Whole school newsletters and letters from myself will be sent once a month on a Friday, (different weeks). Class teachers will obviously update you with class specific information in their newsletter each half term. They will also email regularly with any other information you need to be aware of. We will also use texts to contact the primary contact for each child with more urgent information.

The table below will help you communicate with us in the most efficient way and will result in the most appropriate member of staff dealing with your query.

Reason for Contact	Staff Member to Contact	Contact Details
Reporting absence	Main school office (not class teachers)	0121 474 2460 enquiry@grendon.bham.sch.uk
Requesting Leave During Term Time	Mr Darby	0121 474 2460 adarby@grendon.bham.sch.uk
Questions about your child's learning, progress or curriculum or information that you need to share with your child's teacher	Class teachers	Year group emails, for example year4@grendon.bham.sch.uk
Issues to resolve	Class teacher initially Miss Clarke (Rec, Year 1 and Year 2) or Mr Darby (Years 3, 4, 5, 6) if the issue is not resolved. Mrs Ridley if further support is needed.	Year group emails, for example year4@grendon.bham.sch.uk lclarke@grendon.bham.sch.uk adarby@grendon.bham.sch.uk hr@grendon.bham.sch.uk
Urgent messages for the day, e.g. changes to who is collecting your child	Main school office (not class teachers as they do not access emails while they are teaching)	0121 474 2460 enquiry@grendon.bham.sch.uk
Safeguarding concerns or pastoral support	Mrs Ridley Mr Darby Miss Jones	0121 474 2460 hr@grendon.bham.sch.uk adarby@grendon.bham.sch.uk sj@grendon.bhama.sch.uk
Special Educational Needs and Disabilities	Mrs Prendeville	pprendeville@grendon.bham.sch.uk
Formal Complaints	See complaints policy in the 'Performance' section of our website.	



Headteacher: Mrs. H Ridley

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Kings Heath,
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Tel: 0121 474 2460
Fax: 0121 430 6713

www.grendon.bham.sch.uk
Email: enquiry@grendon.bham.sch.uk

Uniform

It is great to see the children looking so smart. Please remember that any necessary (and minimal!) hair accessories are also included in our uniform policy that can be found on the website and should be one of our school colours, blue, yellow, grey, black, white. This also applies to hijabs.

Welcome Meetings

Welcome meetings for Year 1 - Year 6 will be held over the next couple of weeks. In line with feedback from parents, we have altered times and all will start at 9.00am except for year 6. They will last about an hour. Please make an effort to come. We will share all the information you need for the year and you will have the chance to see your child's classroom, be with your child, meet their teachers and ask any questions you may already have. We know parents who attend find this session really valuable. We look forward to seeing you there.

Attendance

I make no apologies for finishing this letter by talking about attendance. Please find attached a letter and a leaflet. I cannot stress how important it is, not only for children's academic achievement but also their personal development for them to be in school every day and on time. Improving attendance is a huge part of our School Improvement Plan again this year. We know that we cannot do this without your support. Children have a right to education. Please take time to read the attached information and look at your child's attendance print out for the last academic year when they are issued in the next few days. How close to our target of 97% was your child? How many school days have they missed? With at least 5 different lessons taking place each day, how much learning have they missed and how hard have the next lessons been for them, when they have gaps in their knowledge? If we can support you in any way to improve your child's attendance, please get in touch with us.

I look forward to the year ahead and all the exciting things that it will bring for us at Grendon. Remember, together WE CAN!

With my best wishes

Mrs Ridley