



Christ Church CE VC Primary School

Dear Parents/Carers,

Welcome to the new academic year.

Over the summer break there has been a great deal of building work around the school—some of which is still ongoing. The KS2 playground has been resurfaced and the children are in the process of designing the play-ground markings. Once the requests have been collected in the children will vote for their favourite. As you will have noticed a new entrance has been created to support our safeguarding principles and to make the school more accessible for visitors. We are currently reviewing how the area works and over time there may be a few tweaks. In the reception area will be post boxes for FOCCS and Fundays— a general admin box is due to arrive soon. Current newsletters and forms are available for collection and can be found in the racks on the wall.

The old entrance (under the canopy) will now be used to allow entry for large events i.e. cake days; class assemblies and evening lettings.

The reception has been designed so that there is a general area for visitors and a separate one for children. Visitors will enter the school via the new entrance. If they wish to come into the school they will sign in and be given a pass. A new electronic signing in system will be installed during Term 2. Please note that there is no access to the reception area through the school hall or quad.

The children have settled well into their new routines and are straight into their new topics. It is great to see their enthusiasm. It has been particularly great to see the new Foundation children quickly establish themselves into school routines. Their table manners at their first lunch time were amazing. Well done Foundation.


I would like to take this opportunity to highlight a few reminders:

- Please, when crossing the Bath Road, use the pelican crossing by the church or the island near to Ashley Road. The corner where the crossing patrol was situated, is no longer a safe place to cross.
- Please look at the calendar for the English and Maths evenings. These are aimed at the parents—children do not need to attend.

I would also like to welcome our 5 new families who have joined us having moved into the area. I know you will support us in welcoming them to our school community.

Neil Baker
Headteacher

Telephone system and reporting absence from school

To report your child's absence from school call 01225 863444 and press 1 to leave a message. Alternatively  you can hold to speak to the school office from 8.00am onwards or send an email to absence@christchurch.wilts.sch.uk. The message still needs **to be received before 8.50 am which is when the registers close**. This is the only correspondence that should be sent to this address.

If you wish to report an absence from the FUNdays morning club or the FUNdays after school club **please contact FUNdays directly** on 07874222782. The school will not pass on absence calls to FUNdays. They wish you to call directly.


If you think your child is late you must sign them in at the school office and book their school dinner as they will have missed that register as well.

School contact details

Tel: 01225 863444 email: admin@christchurch.wilts.sch.uk website: www.christchurch.wilts.sch.uk

Dates for your diary

Term 1 Monday 3 September - Wednesday 24 October 2018



Monday 3 September	INSET Day - SCHOOL IS CLOSED
Tuesday 4 September	Term 1 begins - children return to school
Thursday 6 September	Year 1 Phonics Evening for parents
Monday 17 September	Year 1 Maths Evening for parents—7.00pm in the Learning Lodge Year 6 SPAG Evening for parents—6.00pm in 6AD
Tuesday 18 September	Year 2 English and Maths Evening for parents—7.00pm in the Learning Lodge
Wednesday 19 September	Year 4 English and Maths Evening for parents—7.00pm in 4HR Year 5 English and Maths Evening for parents—6.00pm in 5JD
Thursday 20 September	Year 3 English and Maths Evening for parents— 6.00pm in 3SGCS
Tuesday 25 September	New Year Cheese & Wine and AGM 8.00pm Open Afternoon and Evening for Foundation parents starting September 2019 2.00pm or 7.00pm
Wednesday 26 September	St. Laurence School Open Evening
Friday 28 September	Photographer in school - individual & family photographs
Tuesday 2 October	Full Governing Body Meeting
Thursday 4 October	Foundation Reading & Phonics Evening for parents 7.00pm Flu vaccinations in school for Foundation - Year 5 pupils
Friday 5 October	House Day
Friday 12 October	Collective Worship for Year 1 (Joint) FOCCS School Disco (KS1 & KS2)
Tuesday 16 October	Parent Consultations 4.00 - 7.00pm <i>sign up sheets will be put up the week before</i>
Thursday 18 October	Parent Consultations 4.00 - 7.00pm <i>sign up sheets will be put up the week before</i>
Friday 19 October	End of Term 1 Harvest Festival & End of Term service in Christ Church (pupils only)
Monday 22 October	INSET Day - SCHOOL IS CLOSED
Tuesday 23 October	INSET Day - SCHOOL IS CLOSED
Wednesday 24 October	INSET Day - SCHOOL IS CLOSED
Saturday 31 October	Closing Date for Secondary School applications - September 2019

Term 2 Monday 5 November - Friday 21 December 2018

Saturday 3 November	Bradford on Avon Fireworks and Bonfire at the Beehive field
Monday 5 November	Term 2 begins - children return to school
Wednesday 14 November	Year 6/7 tea party
Friday 16 November	Collective Worship for 6AD FOCCS meeting 4.00pm in school
Wednesday 28 November	Open Afternoon to public and all parents from 2.00pm
Friday 30 November	House Day Mufti Day for Christmas Fayre
Saturday 1 December	Christmas Fayre
Tuesday 4 December	Full Governing Body meeting
Friday 7 December	Collective Worship for Year 5 (Joint)
Monday 10 December	FS & KS1 Nativity dress rehearsal to whole school
Tuesday 11 December	FS & KS1 Nativity performance to parents/carers at 2.00pm
Wednesday 12 December	FS & KS1 Nativity performance to parents/carers at 2.00pm
Thursday 13 December	FS & KS1 Nativity performance to parents/carers at 2.00pm
Friday 14 December	Collective Worship for 3LM
Tuesday 18 December	Christmas Lunch
Wednesday 19 December	Year 4 Nativity to their parents
Friday 21 December	End of Term 2 End of Term service in Christ Church lead by Year 4

Keeping Children safe in Education—Safeguarding training

Thank you to all the volunteers who are DBS cleared and have managed to come along to the new safeguarding training that has been delivered over the first two weeks of term. If you have not been able to come along please see the dates below and contact Sarah Jones, Senior Admin Officer on 01225 863444 or admin@christchurch.wilts.sch.uk to book a slot. Anyone that intends to obtain a DBS for volunteering imminently should make sure that they book on a training session, even if it is before your DBS has come through.

Wed 3 October 2018 9.00am -12.00 noon, Wednesday 21 November 2018 6.30pm—9.30pm,
Thursday 7 March 2019 6.30pm—9.30pm or Thursday 20 June 2019 6.30pm—9.30pm

Neil Baker, Headteacher & Designated Safeguarding Lead

Useful information.....

Taking your child out for an appointment

If you need to take your child out of school for an appointment you must inform their teacher and the school office.

Arrangements will then be made for you to collect your child from the School Office where they must sign out before they leave with you. They must also be signed back in when they return so please ensure they enter the school via the office.



Absence during term time

If your child is going to absent from school during term time, other than for sickness, you will have to complete a request for absence during term time. These forms are located outside the school office. Completed forms should be handed in with as much notice as possible as it can take up to 5 working days to process the application. There is a separate form for music or dance exams.



School dinners

The price of school dinners is £2.20 for all children in Years 3-6. Dinners can be ordered on a daily basis or in advance. However payment must be made on or before the day the meal is required. Cash or cheque (made payable to Sodexo) must be placed in an envelope with the following information on:

Child's name, class, day meal required and amount enclosed.

Your child can take this envelope into class and hand it in when the dinner register is taken. Alternatively, there is a locked white box on the wall near the school office where you can place your payments at any time.

Don't forget to claim your free school meals if you are eligible, even if your child is in Foundation, Year 1 or Year 2 and currently receives Universal Free School Meals. See the advert later in this newsletter.



Medicines in School

In accordance with Ofsted and safeguarding regulations, the school follows guidelines on the administration of medicines as directed by Wiltshire Council. This means that the school is only able to administer medicines in exceptional circumstances.

Medicines where the doctor prescribes the dosage as three times a day can be given before school, after school and again at bedtime. However, we do accept that occasionally there may be a specific reason that treatment is required at lunchtime, e.g. Ritalin tablets for ADHD.

If your child must be treated at lunchtime then we will require this in writing from your doctor or the time stipulated actually on the medication itself. Medication will only be accepted if clearly labelled with the child's details and instructions for use. This careful labelling also applies to Ventolin inhalers and Epi-pens.



Neil Baker
Headteacher

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Celebrating Children's Achievements

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Swimming

Holly Britton (3SGCS) has recently completed her Stage 3 swimming level. Well done Holly!

Tennis

Matilda Carey (Rabbits) plays tennis at Team Bath at the University of Bath and has been invited to join the Wiltshire County Tennis Squad U8 team. Congratulations Matilda!

Please let Sarah Jones in the school office have any details of achievements that you would like to share with everyone. You can email admin@christchurch.wilts.sch.uk or drop in a note to the school office.

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Claim your free school meals



Check to see if you are eligible and register today using our confidential online application form at: www.wiltshire.gov.uk/freeschoolmeals
For further information call 01225 713780 or speak to your child's school today.

* From September 2014 all children in reception, year one and year two became entitled to free school meals. You don't have to apply, just tell the school you want meals for your child. However, if you are receiving a qualifying benefit, your school could also be entitled to an extra £1,300 pupil premium to support your child. Please ask your school for the short form you can complete to give them this information. If eligible – your school can then apply for this amount.

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Wiltshire Council
Where everybody matters

For the attention of all parents

Will your child be transferring to
secondary school in September 2019?

**You must apply for a
secondary school place**

Apply online at www.wiltshire.gov.uk

Application forms for Wiltshire residents are available at
primary schools, secondary schools and County Hall

**The deadline for all applications is
Midnight 31 October 2018**

All forms must be returned to the

school admissions team at County Hall, Trowbridge

Ring customer services on 01225 713010

for more information or to request our booklet –

‘Finding a secondary school place in Wiltshire’

For the attention of all parents

Will your child be four years old
before September 2019?

**You must apply for a
primary school place**

Apply online at www.wiltshire.gov.uk

Application forms for Wiltshire residents are available at
all schools and County Hall

**The deadline for applications is
Midnight 15 January 2019**

All forms must be returned to the

school admissions team at County Hall, Trowbridge

Ring customer services on 01225 713010

for more information or to request our booklet –

Finding a primary school place in Wiltshire

Vacancies at Christ Church CE (VC) Primary School

There are currently vacancies for:

- Mid Day Supervisory Assistants
- Catering Manager (employed by Sodexo, advert overleaf)



Christ Church CE VC Primary School

Christ Church CE (VC) Primary School is looking for two Midday Supervisory Assistants to work part time from 12.00 – 2.00pm term time only. The job includes assisting children with packed lunches or hot school dinners, general supervision of the children at lunchtime and helping to clear up after lunch.

The positions are subject to DBS clearance and the receipt of satisfactory references.

Hours of work: Part time (12.00-2.00pm)

Contract type: Permanent

Closing date (and time): Tuesday 25 September 2018

Interview date: As soon as possible after closing date

Commencement date: As soon as possible

Additional information

Please contact the School Office on 01225 863444 or email admin@christchurch.wilts.sch.uk to request an application pack.

Christ Church CE (VC) Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed.

Chef / Catering Manager

Position as a Catering Manager at Christ Church Primary School
30 hours per week, Monday- Friday, term time only, £9.13p/h
For further information please contact Nicky Tierney on 07471142583
To apply please send your CV to nicky.tierney@sodexo.com

Job Introduction

We currently have an opportunity for a Chef / Catering Manager to join our team. This is a great opportunity for a customer focused individual to join a world leading food and facilities management company, which can offer unrivalled opportunities for career progression.

Main Responsibilities

- To organise and be assisted with the preparation and presentation of all meals service (participating as necessary) at the required time, being provided to the standard laid down in the Service Level Agreement and to the Client's, Customer's and Sodexo's satisfaction.
- To present a smart and professional image at all times.
- To ensure that all food is prepared with due care and attention, particularly in regard to customers' special dietary requirements: for example, nut, dairy or wheat allergies. Food items to be presented to at least the minimum standards set out in the Style Guide
- To organise any special function as required and to the correct standard, some of which may occur outside of normal working hours.
- To establish and maintain satisfactory relationships with individuals at all levels within the Company and the Client organisation.
- To ensure that the Company's accountability, documentation and administration procedures are carried out to the laid down standard and that the necessary weekly returns are completed accurately and sent to the appointed office on time. This may be electronically, paper-based, or both, as instructed.
- To control and monitor the financial performance of the unit and to maintain costs within pre-budgeted targets.
- To maintain the standards and integrity of the service offer and Service Level Agreement at all times. To carry out a daily service audit and perform activities detailed in the service offer manual under Key Performance Indicators to the frequency and level required.
- To implement and maintain the Statutory and Company standards of food and personal hygiene, health and safety and take any action as is necessary.
- To take all necessary steps to ensure maximum security of the kitchen, store, office, safe and monies and any other areas under the Sodexo's control.
- To recruit, interview, control and discipline staff according to the needs of the unit and within the procedure laid down by the Company. To maintain an accurate, up-to-date personnel records for all staff as laid down in the Unit Personnel Manual. To keep records

of any potential disciplinary issues and keep the Account Manager and Human Resources Manager informed of these.

- To ensure all new staff are given a thorough induction into their job, the unit and the Company. To monitor the performance of staff, carry out performance reviews and provide training and coaching as necessary, and record on the appropriate documents. Actively identify and nurture talent within the team to further meet expectations of client and Sodexo.

•To have special regard to the welfare of the establishment staff, and to organise regular and effective staff meetings such as team huddles.

- To ensure the correct compilation of the payroll to the latest regulations. To ensure that all Statutory Regulations and Company Policy concerning the staff are adhered to.
- To have regular contact with the Account Manager and to produce any reports as necessary pertaining to current site activity or events.

•Utilisation of the schools closed Facebook "Best in Class" application to post activity and to gain best practice ideas from business colleagues is highly advised.

•Attend to any reasonable requests made by the Account Manager.

IRREGULAR DUTIES:

- To relieve and assist in other establishments in certain circumstances.
- To attend to and take all necessary action, statutory and otherwise in the event of accident, fire, loss, theft, lost property, damage, unfit food or other irregularities and complete the necessary return and/or reports.

•To attend meetings and training courses as requested. These may include travel and/or overnight accommodation which Sodexo will cover the costs for.

•To, after a period of 12 months, train and act as a "buddy" for new managers within a geographical region.

The Ideal Candidate

- Strong level of literacy and numeracy
- Enhanced DBS Clearance
- R06/2 or NVO2 chef qualification, or equivalent
- Previous catering experience and a Great Passion for Food and Team Engagement
- Excellent interpersonal skills and ability to communicate effectively with customers, clients, and staff at all levels
- Intermediate Food Hygiene Certificate
- Good time management and organizational skills
- Ability to work well under pressure
- Computer literacy
- Ability to achieve and set standards and operate to performance criteria, with particular regard to hygiene
- Self-motivated, sense of own initiative and the ability to meet target deadlines as set by the Account Manager

•Ability to work effectively as part of and in the development of a team with a flexible approach to role and to successfully implement change

Desirable

- 706/3 or NVO3 chef hospitality qualification, or equivalent
- Previous experience of catering management and employee engagement
- Experience of managing and developing a team in an educational establishment
- Gross Margin and Selling Price Calculations
- Experience of managing budgets
- Experience of delivering training using company guidelines
- Good standard of financial acumen
- Ability to develop increasing individual effectiveness through leadership, motivation, communication, coaching and training

About The Company

In the UK and Ireland, Sodexo employs some 35,000 employees to deliver integrated facilities management services to clients at over 2,000 locations in the corporate, healthcare, education, leisure, defence and justice sectors. With an annual turnover of over £1bn, we provide everything from catering, cleaning and reception to security, laboratory and grounds maintenance services, enabling our clients to focus on their core business.

We are building on our support to the Armed Forces community through the development of specific pathways within our recruitment process to support ex-forces personnel and reservists, those applying for jobs with us who meet the ideal candidate criteria for the role advertised are guaranteed to progress to the selection process.