

CHALFORD HILL PRIMARY SCHOOL

CHALFORD HILL, STROUD, GLOS. GL6 8LG

Tel: 01453 883123



17th July 2019

Dear Parent/Carers

As you may remember, I wrote to parents in January explaining about the low funding for schools in Gloucestershire. This situation is currently exacerbated at Chalford Hill Primary School because of a drop in birth rate within the locality which has impacted pupil numbers in Reception for the past two years. Subsequently, we have seen a reduction in funding which has forced us to look very carefully at all areas of our school budget, but in particular staffing costs which make up a significant proportion of our expenditure each year.

At the end of this term, it is with regret that I have to inform you that Mrs Nicky Miles will be leaving her role as Administrator in the office as she has secured a promotion at Eastcombe School. We have made the very difficult decision not to replace her, but instead to use the money to retain Teaching Assistant hours in the classrooms.

As a result of this, I am sure you will realise that the office staff will be very busy trying to complete the same amount of work in fewer hours. They would appreciate it greatly if you would consider this before approaching them with queries. Many of the answers to questions received by the office staff (such as term dates and after school club queries) can be found in the newsletter, on the website or in parentmail messages. Please check these before you call or e-mail the office.

Much of the office staff's time is spent delivering bookbags, water bottles, lunchboxes, musical instruments, PE kits and scooters. Please encourage your child to take responsibility for what they need in school each day. It may not always be necessary for you to drop these things off; water and cups are always available in the classrooms and if they forget their scooter, there will always be another day.

If your child is being picked up by another parent, please try to arrange this in advance. For children in Reception to Year 3, send your child in with a note for their teacher and for Year 4 to Year 6 make sure your child is aware. The office staff often receive these messages in the afternoon and it is not always possible for them to leave what they are dealing with to deliver your message.

If you have a query for a member of the PTA, an externally-run after school club (such as Forest School or Rocksteady) or Fit for Sport, please contact them directly; they will be better placed to answer your questions.

Finally, please return slips, menus and forms promptly and also pay promptly when asked as this will avoid unnecessary chasing that can take a lot of time.

Please remember that the office staff have a lot of statutory and safeguarding roles to complete. By reading newsletters and parentmails carefully and checking the website you should be able to find the answers to a lot of your questions, thus reducing the number of unnecessary interruptions they receive. It will also give them more time to organise the administration for extra-curricular activities, trips and after school clubs that your children enjoy so much!

Obviously, if you have an urgent or important query, you can contact the office staff on 01453 883123 or admin@chalfordhill.gloucs.sch.uk.

If you have any suggestions that might help communication between the school and parents, do please get in touch.

Thank you for your support and understanding.

Kind regards

A handwritten signature in cursive script that reads "Corinne Martin".

Corinne Martin
Head Teacher