

# Wingfield Primary School

Ensign Street, London, SE3 9GJ

Tel: 020 8856 1167

Email: wfcontact@wingfield.compassps.uk

Website: www.wingfield.compassps.uk

**Head Teacher:** Ross Silcock

**Deputy Head:** Yasmin Melehi



25<sup>th</sup> September 2023

Dear Parents/Carers,

As we settle into the new academic year, I would like to take the opportunity to provide some reminders and updates.

## Timings of the school day.

All children should be in class ready for registration by 09:00 and arrive as follows:

Year Group	Entrance	Gates Open	Gates Close
Reception to Year 6	Playground	08:40	08:55
Nursery	Main Entrance	08:45	08:55

Children arriving after **08:55** will need to come in via our main entrance on Ensign Street, if they arrive in class after **09:00** they will receive a late mark.

At the end of the school day children must be collected as follows:

Year Group	Entrance	Gates Open	Collect at
Reception	Playground	15:20	15:30
Years 1 and 2	Playground	15:20	From 15:25 – 15:30
Years 3,4,5 and 6	Playground	15:20	15:30
Nursery	Main Entrance	14:45/15:45	14:45/15:45

If you are sending someone else to collect your child, please make sure you inform the school as soon as possible. If you are letting us know on the day, please call us.

If you are not going to be on time to collect your child, you must call and update us.

Please note that, for health and safety reasons, children must not use the Trim-Trail during school drop off and pick up times.

## Personal Items

Please be reminded that children should not bring stationery, toys, etc. to school. Throughout the school day, in the classroom or on the playground, we provide children with all of the equipment that they need e.g., pencils and pens in the classroom, and sports equipment and toys on the playground.

## Messages from the school

We will send updates, newsletters, and general information via email and, in the case of important updates, via text message. Please ensure you advise us of any change of telephone number or email address as soon as is possible to avoid missing important information shared by us. Please note, the system that we currently use will email up to two contacts for each child but will only send a text message to the primary contact for each child.

## Contact the school.

If you have a general enquiry or update, then please use the Wingfield contact email address ([wfcontact@wingfield.compassps.uk](mailto:wfcontact@wingfield.compassps.uk)) to contact the school office who will respond within 3 school days. If you need to contact the school urgently (e.g. someone different is collecting your child) please call the school office on 02088561167.

## Contact a teacher.

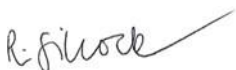
If you would like to speak with your child's class teacher please use Tapestry (if your child is in Nursery or Reception), or the Wingfield contact email address ([wfcontact@wingfield.compassps.uk](mailto:wfcontact@wingfield.compassps.uk)) to send a brief message.

## Contact a SENCO or Senior Leader.

If you would like to speak with a SENCO or a Senior Leader, then please use the Wingfield contact email address ([wfcontact@wingfield.compassps.uk](mailto:wfcontact@wingfield.compassps.uk)) to send a brief message explaining why. Our SENCOs, Mrs Ingram and Miss Edgar, or our Senior Leaders will endeavour to respond by email or telephone, depending on the type of request, within 5 school days. If they are unable to respond within 5 school days, they will let you know when they are likely to be able to respond.

Please note that if a meeting with a senior leader is offered or requested then following the meeting we would agree on a suitable method for future communication. Please be advised that given the volume of correspondence the school manages on a day-to-day basis this is unlikely to be written communication unless absolutely necessary.

Thank you for your continued support.



Dr Ross Silcock  
Headteacher