

# Wingfield Primary School

Ensign Street, London, SE3 9GJ

Tel: 020 8856 1167

Email: wfcontact@wingfield.compassps.uk

Website: www.wingfield.compassps.uk

**Executive Head Teacher:**

Ross Silcock

**Head of School:**

Yasmin Melehi



27<sup>th</sup> September 2024

Dear Parents/Carers,

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

## 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 to Year 6	Playground	15:20	15:30
Nursery	Main Entrance	11:45/14:45/15:45	11:45/14:45/15:45

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.**

## Attendance

For children to gain the greatest benefit from their education, it is vital that they attend school regularly and on time every day that the school is open, unless the reason for the absence is unavoidable. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning.

In order to meet our obligations under the Department for Education's new statutory guidance, there have been some changes to the Compass Partnership of Schools attendance policy. Please read the full policy, which aims to raise and maintain levels of attendance, [here](#). One of the changes is the introduction of a National Threshold for

Penalty Notices. The Royal Borough of Greenwich have produced a parent guide, please click [here](#) to read this important information.

### **Food Allergies**

The Compass Food Allergy Policy has also been updated. Whilst we acknowledge that it is impractical to enforce an allergen-free school, we would like to encourage pupils and staff to avoid certain high-risk foods including nuts, cereal, granola or chocolate bars containing nuts, butters, spreads and sauces containing nuts, and sesame seeds or food containing sesame seeds. This is to reduce the chances of someone experiencing a reaction.

Please take the time to read the full policy [here](#).

### **Uniform**

All children should be wearing uniform to school. Full details, including the address of our uniform provider, are available on our school website [here](#).

### **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

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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.

A handwritten signature in black ink that reads 'Y. Melehi'.

Yasmin Melehi  
Head of School