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| Headteacher: Mrs Victoria Woods  6th September 20232023 | St Mary’s C E Primary School  Southam Road  BANBURY  Oxfordshire  OX16 2EG  Telephone: 01295 263026  Email:[office@banburystmarysschool.co.uk](mailto:office@banburystmarysschool.co.uk)  Web: [www.banburystmarysschool.co.uk](http://www.banburystmarysschool.co.uk) |

Dear Families,

It has been lovely to welcome everyone back this week in such glorious sunshine. We hope you have all had some happy times during the break and are as excited as we are about the coming school year and the opportunities it offers.

**STOP PRESS!!! EXCITING NEWS!!!**

**On Friday 8th September, St Mary’s is receiving a very special award for our work on our OPAL play project. We have been awarded with our OPAL certification for being an brilliant school to play in. So, we are having a bit of a party!!**

**Please come and join us all, in the sunshine, to play and celebrate in school. The gates will open at 2.00pm. You can see how your children are enjoying all our facilities and at 2.30pm you can join us in receiving and celebrating our award.**

**In other news…**

I am delighted to be the Executive Headteacher of St Mary’s and Wroxton schools. The teams have worked hard over recent days getting school and curriculum plans together so that we make the most of our mutual partnership.

Just to update you with other personnel changes, Sara Bailey is now Executive Deputy at both schools and is looking after all things Special Needs, Inclusion, Welfare and Family support. She always has time for a cup of tea and chat, and she is able to support families with concerns about additional learning needs and disabilities, as well as support for the wide range of things that happen in life and affect nearly every family in one way or another at some time. Both Sara and I can be contacted through the office where the team will be able will be able to pass on a message to make sure we get back to you.

Carol Taylor joins the team as Assistant Headteacher, teaching Year 6 and Teri Smith is also Assistant Headteacher working in KS2 classes. In addition, Michelle Dowling is our ELSA (Emotional Literacy Support Assistant) and she joins the leadership team in looking after all safeguarding concerns in school, including attendance. We share information to ensure there is always someone on site who knows and understands the work happening with families requiring some additional support and anyone of us can help.

Richard Moreby is our new Y1 teacher and Lina Weber joins us in Y2. We know you will welcome them to the St Mary’s family.

**Communication:**

If you wish to send a message to your classteacher or the office, please use email. Classteachers are the first line of communication about anything to do with class routines, learning, friendships etc. Justine will be able to look after all issues money, clubs, trips medical etc. They will reply as soon as possible, and certainly by the end of the next working day, Monday to Friday. Please remember teachers only have access to email when they are not teaching. Each class will send a class newsletter home at the end of this week. It will have all the email addresses for the teachers that you need.

Teachers are available on the playground at the end of the day for a quick chat about things and they will often arrange a meeting time or a phone call appointment to follow up things with you.

Most things can be dealt with by the teacher, but should you need to speak someone about something that isn’t happening as you would like it to, Teri Smith and Carol Taylor are the next points of contact. They can then work with you and the teacher to rectify and concerns. Of course, Sara Bailey and I are available for issues extending further than this, however we ask that you always go to the class teacher in the first instance.

After this week, all letters and messages will be sent by our ARBOR system. You will only get these emails if we have the correct email address for you. If you think we don’t please contact the office to update. In the coming weeks we will be rolling out more functions with ARBOR, including an APP which will make sending messages and payments much easier. Please look out for updates.

There will be a longer email letter next week, with all the dates for the year as we currently have them.

We wish you all a happy and successful year,

Kind regards

Victoria and the St Mary’s Team