



**Executive Headteacher:** Miss K Howarth BA (QTS), NPQH  
**Head of School:** Mrs J Payne BEd (Hons)  
**Office Administrator:** Miss S Floyd

Dear Parent/Carer,

Welcome to Newchurch Primary School Community!

The Local Authority has confirmed with us this week that your child has a place in our Reception Class starting in September 2020. We are absolutely delighted that you have chosen our school and we are very excited to meet your child.

We are in very strange times as our school is closed for the foreseeable future as the country is working hard to fight COVID 19. We are only open to provide childcare for the children of critical workers and as such we have to look at alternative ways to establish positive relationships with you as we remain very committed to ensuring your child's transition into school is as smooth as possible.

Included with this letter are several forms which require completion and would enable us to get ahead in term of our administration processes. Each are explained below:

1) Registration Form.

This form is to be completed by all families joining our school. It will provide the most up-to-date contact information and must include at least two emergency contact numbers for each child. These emergency contacts should be in addition to the contact numbers of parents. It is advised that you notify the nominated people that you have allocated them just in case their support is required in an emergency situation.

It is also vital that we have an email address for all parents as a lot of communication will need to be undertaken remotely during the period of school closure and email is our preferred method. You may wish to check your junk filters to ensure that important future communication from us does not land in the wrong folder!

2) Tapestry Consent Form

For many years we have successfully ensured that all children in Reception Class have a personal on-line learning journey which captures photos, observations and comments linked to their learning. Our system is

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called Tapestry and is hosted on a secure server. We do require consent for your child to have their own portal online.

Mrs Starkey would like to set up a class blog page for all new starters to Newchurch Primary School to begin to facilitate some of the opportunities remotely that we would have ordinarily undertaken in school. For example Mrs Starkey intends to post a welcome video for you to show your child in order that her face becomes familiar to you, even though the school is closed. She may post stories for your child to listen to or a virtual tour of the classroom, all activities that we hope will promote the excitement of your child coming to school for the first time.

Further instructions will be sent to you on how to access Tapestry once your email has been verified, your consent been obtained and your account has been created.

Once your child is in school, staff will hold a mini workshop to advise you how to get the most out of Tapestry, it really is a valuable tool that will give you a wonderful window into your child's days at school.

### 3) Images of Children- Consent Form

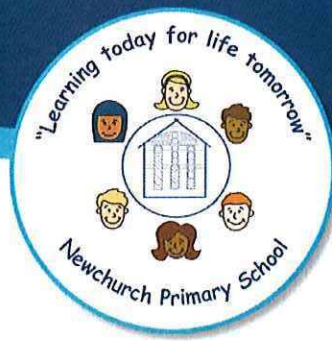
There will be occasions when we may take photographs of the children at our school. To comply with Data Protection regulations we need your permission before we can photograph or make any recordings of your child. We ask that you complete the consent form to advise us of your wishes. This will include how your child's image appears on the Tapestry online portal.

We do have a school Facebook page and appreciate that some parents may be slightly concerned at their child's image appearing online. We respect the wishes of everyone and our community is amazing at respecting the wishes of others. We would encourage you to take a look at our school page [www.facebook.com/newchurchprimaryschool](http://www.facebook.com/newchurchprimaryschool) to see how we celebrate all aspects of school life. During this time of closure we have been posting helpful hints and tips and these may help you too.

### 4) EV3 - Consent for Educational Visits

We are passionate about learning outdoors and love to take the children out and about - even when they are in Reception Class. We have already planned lots of exciting trips and visits for our little learners for their

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next academic year. We will always tell you where and when we are going out and about but we require each family to complete this consent form to enable us to take the children off of the premises. This also enables staff to undertake impromptu activities such as playing in the snow in the field opposite the school should it fall as without your permission your child cannot leave the school gate.

We would appreciate it if all four forms could be returned via the pre-addressed envelope included. As soon as we have received these we will be able to initiate the administration procedures and start to facilitate exciting opportunities for a remote 'induction' for your child. If you have any issues with completing any of the forms please email [office@newchurchprimaryschool.co.uk](mailto:office@newchurchprimaryschool.co.uk) with your query. This email is checked regularly even though the school is closed and so we will be happy to help with any concern you may have.

We are in the process of also putting together a booklet to address many of the frequently asked questions we often get asked and this will be sent to you once the publisher has completed the required updates. Matters relating to everything from school meals to uniform will be covered but just to reassure you we have been in touch with our school uniform suppliers and they do not envisage any issues with ordering or stock during the current period, which is great news.

We are really sorry that we will not be able to offer the usual activities of home visits, stay and play sessions and meetings in school within the Summer months but we are working really hard to make sure we do as much as we possibly can to make your child feel as welcomed as possible to our community. It is much more important that you stay at home to stay safe.

Once again, welcome to Newchurch Primary School and we look forward to meeting with you and your child as soon as we are able to do so safely,

Kind regards,

Miss K Howarth  
Executive Headteacher

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