



Saltford
CofE Primary School

Saltford CofE Primary School
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Headteacher: Dawn Sage
Co-Chairs of Governors: Megan Jackson and Richard Rowland

May 2020

Dear Parents and Carers

We appreciate that there are a number of unknowns currently including when the Government will determine the reopening of schools. However, we are in the process of contacting all our new Reception parents and therefore it is important you have the same access to staffing information that they do.

The school is currently in the process of determining the class structure and pupil placement for September 2020. I would therefore like to take this opportunity to explain the school's procedures on how these decisions are made.

The organisation of the year groups has to be an annual event as it is dependent on the number of children in each year group and the resulting funding. Possible options as to how the school will be organised are generated by the Headteacher. The numbers in any year group can change over Term Six and the summer holiday. In September 2020 we will have at least sixty pupils in all year groups and therefore we will have fourteen classes – all with straight year groups in them.

Consideration has to be given to:

- the number of children starting school in September (currently 60 places)
- the legal limit on class sizes in Foundation and KS1 (currently 30 pupils)
- the potential size of any KS2 class (there is no legal limit) and
- the available accommodation (given Health and Safety restrictions)

In order to allocate pupils to a class, the following procedure is employed when the children join the school in Reception:

- Consideration to the following criteria: gender balance of the new class, advice and outcomes from the Nursery setting and guidance from our new parents with regards to friendships.

In our current Reception we have two classes and our aim is to move them up as a parallel class. In September 2020 we will be doing the same with our classes in **Year One, Year Three, Year Four and Year Five**.

We may need to make adjustments to the classes as the children get older based on a number of factors including attainment and friendships. **This will be looked at when children transition from Key Stage One to Key Stage Two.** Whilst we are not making any further changes to classes in September 2020 – in future years we may need to tweak the classes should this be deemed necessary by the Headteacher. Please see the appendix detailing the class allocation process for our children in **Year Two only** including an important form to complete and return.

Staff will be teaching the following classes in September 2020 (please note that Ms Hansford will have started her maternity leave.)

Class Teacher	Class Title	Year Group	Curriculum Responsibility
Miss Elizabeth Davis	ED Bumblebee class	Reception (R)	Foundation Stage Leader, Early Years, Early English and Maths
Miss Gemma Donovan	GD Butterfly class	Reception (R)	Science, PHSE & Citizenship
Miss Samantha Honeybell	SH	Year 1	Key Stage One Leader, KS1 English and Library
Mrs Ruth Hayden	RH	Year 1	Art, Music & Design Technology
Miss Natalie Jupp	NJ	Year 2	PE, PHSE & Citizenship
Mrs Maria Newark	MN	Year 2	History
Miss Charlotte Mulready	CM	Year 3	
Mrs Elizabeth Spincer/ Miss Sheila Tang	ES/ST	Year 3	Deputy Headteacher & Assessment Art, Music & Design Technology
Mr Robert Jenkins	RJ	Year 4	Religious Education
Mrs Patricia Nethercott	PN	Year 4	Lower Key Stage 2 Leader, Modern Foreign Languages, KS2 English & gifted and talented
Mr Jake Bowkett	JSB	Year 5	PE
Mr Andrew Boyle	AB	Year 5	Geography / Travel Plan
Mr Nathan Styles	NS	Year 6	Computing & Science
Mr Jonathan Godwin	JG	Year 6	Upper KS2 Leader & Maths
Mrs Gemma Godwin		Year 6	Inclusion Leader

We will be sending out a letter letting you know which teacher your child will be taught by on Thursday 2nd July. Your child will meet their new teacher on the morning of the 2nd July if we have reopened – if not we will let you know what the arrangements will be nearer the time. Parents will be notified of their child/ren's new class by letter containing the following information:

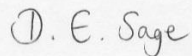
- The name of the class teacher
- The year group/s that the class contains

- The name of the class and the room the children will be taught in
- The number of children in the class

Full class lists will not be sent, as information held about other pupils is sensitive and under the Data Protection Act should remain secure at school. As the process is clearly defined in this letter, and the placement of children interdependent, it is not possible to move pupils after the lists have been finalised.

I hope you feel this letter sets out how we organise our classes and do contact me should you need any further clarification.

Yours sincerely

A rectangular box containing a handwritten signature in black ink that reads "D. E. Sage".

Mrs D Sage
Headteacher

APPENDIX ONE:

Dear Year Two Parents

As part of this letter you will have received information explaining the process of determining the class structure and pupil placement for September 2020. We do intend making some adjustments to the classes of our current **Year Two** children only.

When setting the classes we will give consideration to the following criteria: gender balance of the class, spread of ability, and advice from the current class teacher and information from parents shared with us either in the past or at recent consultation evenings with regards to friendships.

Our current Year Two children have been in the same class for three years. Over the last three years they have developed both their friendships and academically and new children have also joined the classes. Therefore it is now time to rebalance our current Year Two and mix the classes. The class teachers are well placed to support me organising and placing the children of these two year groups. To assist us with this please complete the questionnaire via this link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=FU48tNJMtUmhKRQyRYFNOsEcgy-3hDjgPiNeoiedIUQVpKUDBVNTdESjA4WUNJRFFMMjc2TUpJNS4u>

by **Friday 15th May**. If you choose not to complete this form then please do not at a later date ask us to revisit class placement decisions as this would not be possible.

We do our very best to use all our skills and experience to put together the classes. We will be sending out a letter letting you know which teacher your child will be taught by on Thursday 2nd July. Parents will be notified of their child/ren's new class by letter containing the following information:

- The name of the class teacher
- The year group/s that the class contains
- The name of the class and the room they will be taught in
- The number of children in the class

Full class lists will not be sent, as information held about other pupils is sensitive and under the Data Protection Act should remain secure at school. As the process is clearly defined in this letter, and the placement of children interdependent, it is not possible to move pupils after the lists have been finalised.