



**Runwell Community**  
Primary School

**Runwell Community Primary School**  
Canewdon Gardens  
Runwell  
Wickford  
Essex  
SS11 7BJ

**Headteacher:** Rachel Anthony  
**Deputy Headteacher:** Charlotte Castle

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2<sup>nd</sup> September 2025

Dear Parents & Carers,

### **Welcome Back!**

A huge welcome back to our children and parents, old and new. We cannot wait to see the children back on 3<sup>rd</sup> September and look forward to hearing about what they have done over the summer break.

Please read through this letter which includes lots of information and some reminders for the school year.

### **Parent Meet and Greets**

Our first set of parent meet and greet sessions will be in person. This is not just an opportunity for you to meet the class teacher (if you haven't before) but also a time for you to find out what your children will be learning this year and about any important upcoming events during the Autumn term. We would encourage you to attend if at all possible. Following parent feedback we are hosting different year groups on different days to try and support with siblings, however if you unable to attend, the presentations will be shared with all parents electronically by the end of the week beginning 8<sup>th</sup> September.

All of these meetings will take place from 3:30pm - 4:30pm and you can pop in at any time during this hour.

- Monday 8<sup>th</sup> September - Year 6 & Year 2
- Tuesday 9<sup>th</sup> September - Year 1 & Year 3
- Wednesday 10<sup>th</sup> September - Year 5 & Year 4



### **Our New SENDCo**



This year we have a new SENDCo starting and you might recognise her!

We are very pleased to share that Miss O'Hanlon has stepped up into the role taking on this responsibility from Mrs Castle. She will continue to teaching at different points whilst also meeting with parents and working with the children and teachers to lead on SEND across the school.

### **Our Inclusion Team**

At Runwell we are very lucky to have a very experienced and knowledgeable inclusion team.

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The team is made up of three people and who all work well together to support the needs of lots of children throughout the school.

The team:

		
Mrs Castle: Deputy Headteacher and Inclusion lead	Miss O'Hanlon: SENDCO	Mrs Hardy: Learning mentor

### Phase Leaders

At Runwell we have phase leaders. These staff members are part of the Senior Leadership Team and work closely with the teachers in their phase to ensure that our children are getting the best quality curriculum and experience as we can offer here at Runwell. They are another point of call for parents if they would like to discuss their child's learning or behaviour with a member of the senior leadership team.

			
<b>Mrs Coombes</b> is our phase leader for the Early Years Foundation Stage. This include our Nursery (Saplings) and our reception (Acorns) Classes. She also leads Phonics across the school too.	<b>Mrs Wilson</b> is our Key Stage One Phase Leader. This is in addition to her role as English lead for the school. She will be working with the children in years 1 and 2.	<b>Miss Haynes</b> is our Lower Key Stage Two Phase Leader. This is in addition to her role as Maths lead for the school. She will be working with the children in years 3 and 4.	<b>Mrs Hatfield</b> is our Upper Key Stage Two Phase Leader. This is in addition to her SLT role as Subject Development Leader. She will be working with the children in years 5 and 6.

### Animal Therapy at Runwell

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### Therapy Dog - Lola

Once a week Lola our volunteer therapy dogs visits with her owner called Julie. Lola listens to children read in our library and is a firm favourite amongst the pupils and staff. Lola volunteers though a charity called Pets as Therapy. This is one of our chosen charities to fund raise for this year.

### Resident Guinea Pigs

Throughout the week we have two Guinea Pigs in school. These lovely little piggy's belong to Mrs Hatfield and reside in their pen along the key stage one corridor. Throughout the day the children can pop by to say hello and feed them (with Mrs Hatfield's permission). They provide lovely little listening ears and love to see the children each day.

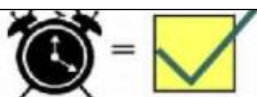


### Attendance

You may have seen school attendance on national news in recent weeks and it remains a priority for all of our stakeholders at Runwell.

We are working to make sure that the end and start of the school day is sharp and as punctual as possible, so that children are in class learning as soon as they can. However, we cannot do this on our own, **we need support from families to make this possible – please can you ensure your child is in school on time every day.** As soon as children get into class, they start learning.

## EVERY MINUTE COUNTS



Lateness = Lost Learning	
*(Figures below are calculated over a school year)	
5 minutes late each day	3 days lost!
10 minutes late each day	6.5 days lost!
15 minutes late each day	10 days lost!
20 minutes late each day	13 days lost!
30 minutes late each day	19 days lost!

We will be working with parents and carers if a child's absence is causing a concern and is **below 90%**.

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95%	=	<b>47 LESSONS MISSED EACH YEAR</b> 8 days in total or 1 week and 3 days
90%	=	<b>95 LESSONS MISSED EACH YEAR</b> 16 days in total or 3 weeks and 1 day
85%	=	<b>142 LESSONS MISSED EACH YEAR</b> 24 days in total or 4 weeks and 4 days
80%	=	<b>190 LESSONS MISSED EACH YEAR</b> 32 days in total or 6 weeks and 2 days

## ATTENDANCE MATTERS

WHAT DO YOUR ATTENDANCE FIGURES ACTUALLY MEAN?

### BE SMART BE THERE!

Percentages based on 190 academic days

#### Reporting illness and first day calls

If your child is unwell and going to be absent from school, please report this by using one of the following methods:

- Phone 01268 735329 ( Please note that there is a voicemail facility)
- Reports on ParentMail (IRIS) App
- Email [admin@runwell.essex.sch.uk](mailto:admin@runwell.essex.sch.uk)

Parents and Carers are required to report their child's absence on a daily basis, before 9am using one of the above methods. If you have ordered a school dinner you must also ensure that this is cancelled either through the app, via email or when you call the school to report absence.

#### Parking at pick up and drop off times

While I understand the dropping and picking up of children can, at times be a challenge, please be considerate to the needs of the local residents as this has had implications on their ability to attend work on time.

It is also crucial to help reduce air pollution that when cars are parked, they are switched off. Children are more vulnerable to breathing in polluted air than adults. Their airways are smaller and still developing. They breathe more rapidly than adults and buggies and prams put them at the level of car exhausts.

If your child breathes high levels of air pollution over a long period, they might be at risk of:

- their lungs not working as well as they grow older
- developing asthma during childhood or as an adult - and if they have asthma already, air pollution can make it worse
- wheezing
- coughs
- lung cancer when they're older
- infections like pneumonia

#### Safeguarding




Our Safeguarding team:

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<p><b>Mrs Castle</b> Designated Safeguarding Lead</p>	<p><b>Mrs Anthony</b> Deputy Designated Safeguarding Lead</p>	<p><b>Mrs Hardy</b> Deputy Designated Safeguarding Lead</p>

Safeguarding is our top priority at Runwell and we take any incident, big or small, very seriously. During our inset days all of the school staff will take part in safeguarding training, as well as this being fed into our staff training throughout the academic year.

Safeguarding is not just about learning for our adults, it is also about learning for our children so is included in our school curriculum across all year groups.

This includes:

- Online safety taught through our PSHE and computing scheme
- The Two Johns – Esafety workshops for staff, pupils and parents
- Speak out Stay Safe with the NSPCC
- The Pantosaurus with the NSPCC
- Knife Crime workshops with Essex fire service and Southend United
- Train and Track safety
- Road safety workshops with Essex County Council
- Bikeability
- Crucial Crew for year 6
- Identifying safe people to talk to

And much more!

In order to ensure that all of our stakeholders are safe we would ask parents to ensure that children do not bring any prohibited items to school, in bags or pockets at any time.

Prohibited items include:

- Knives or weapons
- Alcohol or illegal drugs
- Stolen items
- Tobacco and cigarette papers/vapes
- Fireworks
- Pornographic images

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- Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)

Items such as the ones listed above will be confiscated and parents/carers will be contacted as well as any other relevant agencies.

Further details on the prohibited items and behaviour management can be found here within the Behaviour Policy on the school website.

[Behaviour Policy](#)

Further details on the safeguarding measures in school can be found here within the Child Protection Policy on the school website.

[Child Protection Policy](#)

**Annual Consent Forms**

At the start of each academic year parents will receive different consent forms via ParentMail. The forms are completed annually to ensure that the school and teachers are as up to date. You will receive many of these forms all at once during 4<sup>th</sup> September. These forms will be sent to the primary (priority 1) contact listed on ParentMail. This is to reduce duplicates for the same child which may say different things.

Forms sent will include:

- Local trip consent
- Photo and video consent
- Therapy dog consent
- End of day collection
- Mobile phone consent (years 5 & 6)
- Walk home alone consent (years 5 & 6)

**School Uniform**

At Runwell Community Primary School we seek to promote a strong sense of community and belonging, and believe this is enhanced by our pupils wearing a consistent uniform. We believe that this uniform should be practical and fit for purpose, enabling children to learn and play in an unencumbered way whilst still looking smart and promoting a sense of pride in their appearance

For the full details of the school uniform please visit our website.

<https://www.runwellprimary.co.uk/school-uniform/>

We also have a number of second hand uniform items that can be bought from the school throughout the school year.

**Pupil Premium Funding**

The Pupil Premium is a government grant allocated to all schools, based on the number of children who have received Free School Meals in the past six years. Nationally, pupils who receive Free School Meals under perform in comparison to those children who do not and Pupil Premium funding is therefore allocated to this vulnerable group of pupils in order to close the attainment gap.

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At Runwell parents can request that pupil premium funding is used for uniform, school trips, workshops, music lessons, etc. This can be very helpful especially considering the cost of living increases in the last year.

**Your child may be entitled to Free School Meals, if you are entitled to receive any of the following:**

- Income Support
- Income based Job Seeker's Allowance
- Income related Employment and Support Allowance
- The guarantee element of State Pension Credit
- Child Tax Credit, provided you are entitled to Working Tax Credit and have an annual income (as accessed by HM Revenue and Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Incapacity Benefit

If you think you are eligible for Free School Meals, you can check using the link below:

<https://pps.lgfl.org.uk/>

### **Home School Communication**

We believe that clear, open communication between the school and parents/carers has a positive impact on pupils' learning because it:

- Gives parents/carers the information they need to support their child's education
- Helps the school improve, through feedback and consultation with parents/carers
- Builds trust between home and school, which helps the school better support each child's educational and pastoral needs

At Runwell we communicate with our parents in lots of different ways including letters, meetings, reports, school website, email, phone calls, workshops, social media and a weekly newsletter.

Each morning and afternoon members of the Senior Leadership Team stand on the gates and are available to answer quick questions.

Parents are able to contact their children's teacher through the year group emails detailed below:

- Saplings: [nursery@runwell.essex.sch.uk](mailto:nursery@runwell.essex.sch.uk)
- Acorns: [eyfs@runwell.essex.sch.uk](mailto:eyfs@runwell.essex.sch.uk)
- Year 1: [year1@runwell.essex.sch.uk](mailto:year1@runwell.essex.sch.uk)
- Year 2: [year2@runwell.essex.sch.uk](mailto:year2@runwell.essex.sch.uk)
- Year 3: [year3@runwell.essex.sch.uk](mailto:year3@runwell.essex.sch.uk)
- Year 4: [year4@runwell.essex.sch.uk](mailto:year4@runwell.essex.sch.uk)
- Year 5: [year5@runwell.essex.sch.uk](mailto:year5@runwell.essex.sch.uk)
- Year 6: [year6@runwell.essex.sch.uk](mailto:year6@runwell.essex.sch.uk)

Please allow 48 hours for staff to reply. For urgent matters please contact the main office via 01268 735329.

More details about home school communication can be found here on our website:

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[Home School Communication Policy](#)

Our school website includes lots of information about us, and can be your first point of call when looking for something new. If you can't find it then please do not hesitate to make contact with the school via the main office, a member of staff on gate duty or via email.

Our website can be found at this address: [www.runwellprimary.co.uk](http://www.runwellprimary.co.uk)

Yours faithfully,



Mrs R Anthony

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