



# Rowlands Gill Primary School

## 16.10.2020 Newsletter

### Email Addresses for Direct Contact to Class Teachers

So that we can continue to develop our communication between teachers and parents/carers during these challenging times we have set up direct email addresses for each class teacher. Using this email address, you will be able to send in children's homework, send general and non-urgent messages to the class teacher or ask questions about homework etc. You will receive a reply directly from the class teacher, or the teaching assistant linked to that class (if the teacher is absent).

As you will know, teachers have extremely busy days and evenings preparing lessons and teaching, as well as coping with the additional demands which Covid has placed upon school. For this reason, it may take up to 72 hours for them to respond to you. Your patience is appreciated.

For urgent queries or urgent messages, please continue to use the office email [RGPS@gateshead.gov.uk](mailto:RGPS@gateshead.gov.uk) and for absence reporting, please ring the dedicated phoneline via our main number 01207 549 359.

The email addresses are included below. At the end of the newsletter there is a set of guidelines to ensure effective two-way communication between staff and parents. We have also provided guidance on who to contact according to the reason for it.

### General Reminders

The staff have asked me to pass on some reminders:

- Please ensure water bottles have 'sports tops' as we have had a few spillages recently and they are much worse when the bottle isn't sports style (and they should contain water, not juice).
- KS2 children are able to bring snacks for play-time. Please remember that they should be healthy snacks and **must not contain nuts**.
- If your child wears earrings which they can't remove themselves, they need to wear elasto-plasts or micropore over them during PE lessons. Please send in a supply for your child to keep in school to use.
- If your child's hands are becoming chapped or sore from the increased hygiene routines (combined with the colder weather), please feel free to provide them with a tube of hand cream (with their name on) to keep in school to use after hand washing.

### Class Email Addresses

Please see below for the link to your child's class teacher's email address.

Please send the teacher an email in the next week so that they can add your contact email to their address book.

Early Years parents please continue to use Tapestry to contact Miss Smales.

[12M@rowlandsgillprimary.org.uk](mailto:12M@rowlandsgillprimary.org.uk)

[2W@rowlandsgillprimary.org.uk](mailto:2W@rowlandsgillprimary.org.uk)

[3L@rowlandsgillprimary.org.uk](mailto:3L@rowlandsgillprimary.org.uk)

[4B@rowlandsgillprimary.org.uk](mailto:4B@rowlandsgillprimary.org.uk)

[5R@rowlandsgillprimary.org.uk](mailto:5R@rowlandsgillprimary.org.uk)

[56A@rowlandsgillprimary.org.uk](mailto:56A@rowlandsgillprimary.org.uk)

[6B@rowlandsgillprimary.org.uk](mailto:6B@rowlandsgillprimary.org.uk)

[7B@rowlandsgillprimary.org.uk](mailto:7B@rowlandsgillprimary.org.uk)



**5 Pages Today**

## Absence Reporting

Please continue to use the absence reporting line to advise us if your child is absent and why.

In some cases, you will receive a call back from one of the team to find out a little more about the absence, particularly if isolation or any Covid symptoms are involved.

This is because we need to ensure that we fully understand the reason for the absence, to be able to give you the correct advice about what to do and also to ensure that the class teacher knows what they need to provide in the case of remote learning.

In the case of self-isolation or Covid related absence it is vital that you **contact the school before sending your child back in.**

We need to confirm that it is safe for them to return, in order to protect our whole school community. Your support with this is greatly appreciated.

## Remote Learning Plan

We are currently working extremely hard on preparations for our remote learning plan, which will be offered to children if they need to isolate, or if we need to close a bubble.

The staff have undergone 10 hours of training since September to get everyone up to speed with this new way of working.

Next week, I will send out the finer details, along with several permission slips which you must complete and return for us to be able to offer remote learning and continue your child's education, should the situation arise.

As you are aware, the Early Years bubble closed yesterday, due to Covid, so Miss Smales is currently testing out remote learning for Early Years.

So far we have received 147 replies to our questionnaire to find out about home access to devices etc. If you are one of the remaining 57 who hasn't yet responded, I would really appreciate it if you could complete this ASAP so that we can ensure we understand the needs of all of the children.

The link to the questionnaire is on the school website or can be accessed by clicking [here](#).

## Thank You

I just wanted to say a huge thank you to the staff in Early Years, as well as the admin team, for responding to our bubble closure so professionally yesterday.

I also wanted to thank the parents of the Early Years children for their calm and prompt response to collecting their child. As awful as the situation is, I feel we managed it really well and in the best interests of our whole school community.

## Parents' Evenings

This year, our parents evenings will need to take a different form because of the strict no visitor policy we currently have in school. The usual meeting between parents and the class teacher will be via phone call.

A couple of days prior to the phone call meeting, the class teacher will email you some screenshots of your child's work from their books so that you still get a flavour of the work they are producing, despite not being able to see all of their work, or all of their exercise books.

We have planned these meetings over two weeks because we have a limited number of outside telephone lines to call you from, so not all teachers can conduct these meetings on the same night.

The meetings will be held after school, from Tuesday 3rd November through to Thursday 12th November. Further details and bookings will be made available next week via Eschools.

## Nursery Applications

Do you know anyone with a child who is turning three in the next 12 months?



If so, we have the perfect Early Years setting, with a teacher and 2 higher level teaching assistants able to offer fabulous Nursery education. We offer up to 30 hours per week, in a range of patterns to suit parents.

Please contact **[RGPS@gateshead.gov.uk](mailto:RGPS@gateshead.gov.uk)** for more information.

E-mail: [rgps@gateshead.gov.uk](mailto:rgps@gateshead.gov.uk)

Phone: 01207 549 359



# Friends of Rowlands Gill Primary (FORGPS)

Please see below a poster for a virtual balloon race (with a Halloween theme). This is a fun and exciting event for you all to join—fingers crossed that one of our community has the balloon which travels the furthest!

Please help us to continue to raise funds for the school while we can't hold events on-site, by taking part in this great opportunity.

Friends of Rowlands Gill Primary School

# VIRTUAL BALLOON RACE

**Halloween Special!**  
Balloons launch 31st October 9am

Take part in our Halloween fundraiser

National prizes of  
£500 cash  
iPad  
10 x £10 book tokens

There will also be a Halloween sweet bundle for the furthest flying Rowlands Gill School Balloon!

Customise your balloon to try and fly the furthest. This is virtual race, with no risk to wildlife

## How to enter

Visit <https://ecoracing.co/user/page/834>  
Balloons cost £3 each with approx £2.40 going to FORGPS

**Parenikind**  
Member Association

E-mail: [rgps@gateshead.gov.uk](mailto:rgps@gateshead.gov.uk)

Phone: 01207 549 359



## **Guidelines for Parent Communications to Teachers & Staff**

The purpose of this information is to serve as a general guide for ensuring effective communication from parents to teachers, staff and administrators. Communication refers to both the sending and receiving of information, such as email and notes, and verbal communications such as telephone conversations and face-to-face meetings. In order to ensure a successful exchange of information, it is important that all parties follow a few key principles.

### **Maintain Respectful and Open Communication**

- Always use a respectful and polite tone
- Request, don't demand
- Be ready not just to provide information, but to listen to teacher/staff observations and perspectives
- Enter the exchange with an open mind and assume a shared best interest for your child
- Be prepared to work collaboratively to solve problems

### **Confidentiality**

- Recognise that confidentiality may limit information that can be shared from school to parents, including consequences for other students' behaviours

### **Time to Respond to Communications**

- Teachers/Staff will make every effort to respond as soon as possible to parent communications during the working week, Monday to Friday 8am -6pm only. With the understanding that the teaching day often precludes immediate responses.
- Teachers/Staff will make every effort to respond to emails within a period of 48-72 hours.
- Teachers and staff may need some time to collect needed information before responding.
- If the matter is more urgent then please telephone the office – 01207 549 359

### **Whom to Contact**

- Notification of pupil absence must continue to be made via the school absence line
- Most communications of classroom and playground concerns should be directed at first to your child's teacher via the class email address.
- The Senior leadership team may receive communications regarding non-academic concerns via the [rgps@gateshead.gov.uk](mailto:rgps@gateshead.gov.uk) email address.
- If you have an issue with a particular staff member, first try to address those concerns with that staff member directly in person, by telephone or via email.

If you have discussed with your child's teacher and the issue has not been addressed to your satisfaction then contact the Headteacher, Mrs Clarke at [rgps@gateshead.gov.uk](mailto:rgps@gateshead.gov.uk)

Please recognise that it is both the policy and the value of our school that we operate with openness, collaboration and the shared best interest for every child.

Should parents/carers abuse this system or fail to follow these guidelines the facility will be removed for that person. Thank you.

## **Who to Contact**

**Rowlands Gill Primary School administration and staff are eager to accommodate your needs, questions, and concerns in the most efficient manner.**

**Please use the following guide to help you decide whom to contact first.**

**Teacher** - *using class email address, or telephone and leave a message*

the first contact regarding...

- Issues about your child
- Questions about pupil marks or behaviour or homework
- Questions about specific activities related to the classroom
- Curriculum specific to the classroom
- Classroom routines

**Headteacher / Deputy Headteacher**—*by email at [rgps@gateshead.gov.uk](mailto:rgps@gateshead.gov.uk), telephone or catch them on the yard*

for information and assistance regarding...

- School, policies, and procedure
- Unresolved issues after teacher contact
- Security or safety related to school or the children
- Feedback and/or suggestions about school-wide issues

**School Office** - *by email at [rgps@gateshead.gov.uk](mailto:rgps@gateshead.gov.uk) or telephone (01207 549 359)*

for information regarding...

- School wide events
- Attendance/Absence
- Calendar
- School Dinners
- SIMS PAY/eSchools/Tapestry/Seesaw issues
- Other questions you may have - we will direct your call

