

Alderman Payne Primary School

Newsletter

25th April 2025



Dear Families,

Welcome back for our Summer Term. The children have settled back well and are already showing their eagerness with their new learning themes in class. The children have enjoyed getting back to their swimming lessons too.

Over Easter, Mr Killingworth has been very busy and you may have noticed some changes outside. Our library bus now has a new sign and has had some additional work done inside too.



We have also cleared the Jubilee Garden so that it can be used by the children. There is still some work to do in the designated outdoor areas so if any families have ideas, skills and/or time to support in any way, we would love to hear from you. We believe that children's play and wellbeing is enhanced by opportunities to learn outside both through structured activities and through play. As such we would also welcome donations that would enhance these areas such as muddy kitchen type resources (pots, pans, utensils etc), cable drums, pipes, small world play, resources to support den building etc.



This month, we are very busy in school and there are assessments taking place throughout May and June. Due to this, there is a slight change to the family reading schedule. Family Reading will be on 1st of May and 22nd May only. Family assembly will continue to be weekly with the exception of Thursday 15th May.

Reception Primary School allocations have now been released. As with many other schools, we do have some available places. The second round of applications are allocated in May. We have been made aware of some families moving to the area so if you know of anyone looking for a reception place, please advise them to apply via the local authority.

Next Week:

Thursday 1st May: Family reading at 2:30 and assembly at 2:45pm



Thistle Class PE

Attendance

Whole school attendance this week is 96.3%

Whole school attendance this year is 94.3%

Staff Information

Class 1—R/1 Thistle Class
Teacher: Ms Harrison
Support: Mrs Wainwright,
Mrs Jameson and
Mrs Oldale

Class 2—1/2 Rose Class
Teacher Mrs Wardill
Support: Mrs Allen and Miss
Whitmore

Class 3—3/4 Shamrock Class
Teacher: Mr Turner
Support: Miss Godwin and
Miss Hazzard

Class 4—5/6 Daffodil Class
Teacher: Mrs Topping
Support: Mrs Causer

Celebration Assembly

Year 6 Weekly Roundup

Thistle Class were writing sentences using vocabulary about their new class book 'Rumble in the Jungle'. In maths they were counting forwards and backwards. They have also been learning about their class pet tadpoles and writing stories about them.

Rose Class have been practising how to float in the swimming pool. In maths they have been counting money and seeing how much it adds up to. In literacy they have been writing about endangered animals from their class book 'The Only Wolf Left'.

Shamrock Class have been learning how to tell the time using 24 and 12 hour clocks. In geography they have been learning about the ancient civilisation in Egypt. In literacy they have been writing stories about the book 'Journey'.

Daffodil Class have been learning about reflections and coordinates to translate shapes. In swimming we have been practising back stroke and front crawl. In literacy we have been doing role play.

Special Mention

In Family Assembly, children are nominated for a Golden Award which is linked to our 5 Fabulous Foundations. Special mentions relate to any other aspect of school and learning.

Golden Award

Lily: Bringing in tadpoles and telling everyone all about them
Bailey: Writing great sentences about her Easter holiday
Madelyn: Displaying perseverance and creativity in her writing
Olivia: Showing amazing resilience and a 'never give up' attitude in maths



Special Mentions

Violet: Enjoying watching the tadpoles grow and having a go at independent writing
Aiden and Belle: Working well together as a pair—great teamwork.
Madison: Confidence and knowledge in maths
Emily: Showing outstanding model behaviour in all learning

School Update: Visitors Guide

We have updated our visitors guide which gives key safeguarding information for those visiting our setting. If you wish to read one, they are available from the office or on our school website [here](#) along with our parental code of conduct.

These are shared with visitors and other professionals who come to work with our school, but are not school employees. We expect everyone within our school community to support our mission to ensure the safety and wellbeing of all children, families and staff by adhering to these guidelines and thank you for your support in this.

Alderman Payne Primary School
A part of village life

A Visitor's Guide



Welcome to our school.
Staff and pupils hope that you enjoy your visit.

To support us in keeping everybody safe, please take a few moments to read about our safeguarding, mobile devices and fire regulations.

Our Senior Leadership Team and DSLs are:
Sarah Mulford, Helen Topping, Nicola Hempsall

Safeguarding Information

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any minor concerns about a child or young person in our school, you must share this information immediately with our safeguarding Lead, Deputy Lead or SENCO Lead.

For communication relating to safeguarding, emails can be sent to: safeguarding@aldermanpayne.cambs.sch.uk

If you think the matter is very serious and may be related to child protection, e.g. physical, emotional, sexual abuse, neglect or radicalisation, you must find the designated professional and provide them with a written record of your concern. A copy of the form is available from the school office or staff house. Please ensure you complete all sections as described.

Our DSLs are:



Mrs Mulford Mrs Topping Mrs Hempsall

For regular, or professional visitors working with children in school, a consent log can be shared via My Concern using the Community Reporting Tool. Details can be found on the safeguarding policy in the staff room, via the school office or from one of the DSLs.

Our Safeguarding Governor is Paul Stratford.

If you wish to make an allegation about the headteacher you should pass this information to the Chair of the Governing Body, Mr Paul Stratford chair@aldermanpayne.cambs.sch.uk

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Mobile Phones, Cameras and Devices



We recognise that visitors may have their personal device with them during a visit to school. However, safeguarding of children within the setting is paramount and it is recognised that personal devices have the potential to be used inappropriately and therefore the school management has implemented the following policy:

- Personal devices must be switched off whilst on the school site, or left securely with the school office. If staff use a device being used, we reserve the right to ask visitors to put it away. If visitors refuse, then they may be asked to leave the school premises.
- Photos or recordings including video and audio must not be made without explicit consent. Visitors must understand that some parents have directly denied consent for any videos or photos to be taken. Staff will direct whether or not consent is given for in-school activities.
- If consent is given, parents/carers/relatives of children who take/make recordings at sporting or performance events will be reminded that they are NOT to publish images or recordings of children other than their own on any internet platform (e.g. Facebook, Twitter or websites).
- For businesses or contractors required to take photographs as part of their visit (for example as evidence of work completed), no children or staff should be visible within the photos and the taking of the photo should be supervised. Staff reserve the right to request to see the photos taken.
- Any visitor who does not comply, may be asked to leave the school premises.

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Fire Evacuation and Inactivation Procedures

Fire Evacuation

If you discover a fire, please raise the alarm via a fire call point.

Alarms are located to the side of all fire exits within the building. Exits and assembly points are displayed around the school.

On hearing alarm you must:

- evacuate the building using the nearest safe emergency exit closing doors and windows as you exit.
- staff will take all pupils to the assembly points at the front or rear of the school and will check attendance. There is no talking during this time.
- all other staff and visitors to evacuate to the assembly points at the front or rear of the school. There is no talking during this time.
- the Headteacher or Senior Leadership team will liaise with the fire brigade to ascertain evacuation of the site to return into the building.
- no-one is to re-enter the building unless given instructions by a member of the senior leadership team.

Inactivation

If there are concerns that the security of the site has been breached by an intruder, the inactivation procedure is followed.

In the event of an inactivation (this is triggered by an alarm that is sounded in the outside area of the school) all pupils, staff and visitors must:

- remain or be taken inside the school, using the nearest door, ensuring that all doors and windows are closed.
- Staff, children and visitors assemble at the closest assembly point. By the staffroom/inclusion room/office. There must be at least one member of staff at each assembly point and they will take the register to see which children are in the area. Staff will communicate with each other to ensure that all children and adults in the setting are accounted for. There is no other talking at this time.
- A member of SLT will alert the emergency services as required and will instruct when children, staff and visitors may leave the assembly points.

Children and staff practice these procedures regularly and therefore visitors will have plenty of support to direct them to the appropriate place.

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Community Events

Village Hall

3rd May: Quiz night

11th May: Street Pride, Cream tea and beetle drive 2-4pm

Emmanuel Church

3rd May: Fashion Show and Sale

St John's Church

3rd May: Black Tie Dinner

4th May: Live Music—The Rummuns

School Dates for Your Diary

We aim to provide as much notice as possible for school events, but there are sometimes opportunities that arrive at short notice.

Summer Term dates

5th May: Bank Holiday Monday

12th - 15th May: Year 6 SATS

23rd May: Last day of half term

3rd June: Children return to school

3rd—13th June: Year 4 Multiplication Check

9th—13th June: Phonics screening check

Wed 11th June: Father's Day Lunch

27th June: Sports Day and picnic lunch

1st and 2nd July: Transition Day

22nd July: Last Day of Term

Please note that dates for family reading and family assembly are recorded on the school website calendar.