



Highworth Combined School & Nursery

Dear all,

A very warm welcome back to all of our school community. I hope the summer brought you good times together and that staff, parents, carers and children have had the chance to rest properly. It is good to have everyone back.

We are looking forward to the return of our familiar routines and to the high expectations that go with them. Having spent time walking around school this morning, I am pleased to report that you have done a great job of getting your children ready to come back. They are already well settled and clearly enjoying time with their friends and with the adults in school. It will have been easier for some families than others to get children ready. Equally, some children who appear well settled will still be feeling some anxiety about what lies ahead. We are always mindful of this, and will make sure that those who need it are given the extra care and attention they need.

Our focus for these first weeks will be on forming the successful relationships that underpin exceptional learning. We are doing this by being clear and explicit about routines and expectations, and by taking the time to teach children exactly what will happen throughout the day. That clarity creates psychological safety, and from it grow the warm, safe relationships we want every child to have with everyone in school.

We know it will take a few days for everyone to feel fully settled. If, after that time, your child is not as settled as you would like, please let us know. We would much rather hear from you early.

Please do come along to our Meet the Teacher meetings. Personal invitations from each year group will be sent out today, and these sessions are a good opportunity to hear how your child's year will run and to ask any questions.

Our Facilities Team

I would also like to introduce you to the team in our school office and around our site. There are some familiar faces and some new ones, and I would ask for your tolerance and understanding while they settle into their new roles.

We are delighted to welcome back a very well-known member of the team, Mrs Bennett, who will be assisted this term by another familiar face, Mrs Jones. New to the team are Ms Chivers, Mrs Young and Miss Hussain.

Roles, responsibilities and contact details are as follows:

- **Ms Chivers** – Facilities Manager: oversight of the team, human resources, and liaison with the Head Teacher and Deputy Head Teachers. Email: office@highworthcombined.co.uk
- **Mrs Bennett (and Mrs Jones)** – Pupil Admin Manager: your point of contact for all things to do with your children and day-to-day issues such as absence, school lunches, questions about school dates and uniform. Email: reception@highworthcombined.co.uk
- **Mrs Young** – Bursar: manages the financial aspects of school operations.
- **Mr Plumridge** – Site Manager: ensures the site meets the needs of the school and is safe, including maintenance.
- **Miss Hussain** – Medical Officer: all things to do with first aid, medicines and medical needs.

With our very best wishes for the year ahead and our commitment to do the very best to make sure your children feel safe, are kind and work hard.

Clare Pankhania