



# College Town Primary School

Branksome Hill Road, Sandhurst, Berkshire, GU47 0QF  
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[www.collegetownprimary.com](http://www.collegetownprimary.com) Ofsted no:109828  
Head Teacher Mrs Trudi Sammons MA

6<sup>th</sup> September 2024

Dear Parents & Carers,

It has been another busy summer here at College Town with Mr Norman brightening up the KS1 playground, cleaners polishing our hall floors along with a team of builders who refurbished lots of the children's toilets. All of this work ensured that the school was ready to welcome our pupils back and it was really lovely that many of them commented on these improvements. A firm favourite was the new addition to our rainbow, it now has a pot of gold!

During the summer we received over twenty new pupil applications and it has been a pleasure meeting and welcoming our new families to College Town. Over the next few days we are also looking forward to welcoming our new Reception and Nursery children too.

You may recall that at the end of the summer I told you that Mrs Dove (the School Secretary) was getting married, she is now called Mrs Hetzel. Mrs Hetzel had a wonderful day and would like to send her thanks to all those who wished her well.

After School Club will remain at forty places as take-up proved that this was needed and indeed on some days we are still at capacity. Therefore, please do book on early to avoid disappointment. If you require any assistance navigating the IT booking form please do not hesitate to contact the school office who will be more than happy to assist you.

The school has regular external clubs and Mr Norman is keen to start some other sports clubs too so look out for further information on these over the next few weeks.

Regarding school lunches, please can I take this opportunity to remind you to order your child's lunch online via the School Gateway app. This saves valuable learning time in the classroom and ensures your child gets a lunch that they have chosen. Thank you.

Curriculum meetings will start next week after school so do try and pop in to find out what is going to be happening in your child's year group for the term. If you are unable to attend please go to your child's class page on our website following the live session.

I am sure that you are all very aware of the government's drive on school attendance. This means that as a school we are regularly monitored by the local authority on pupil attendance. When a child's attendance falls under 90% we are required to work with families to seek ways of improving attendance. Any request for holiday during term is highly unlikely to be authorised and will be

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**HEADTEACHER: Mrs Trudi Sammons MA**



recorded as unauthorised leave. As a school we try hard to use INSET days at the end of the summer term to allow a few days ahead of most schools and this can help with the costs of holidays during peak times.

Please do be reassured that while we strive to meet our target of 96% we do not want you to feel pressured in sending poorly children to school.

Speaking to the children over the last two days I have heard about many exciting activities that they have been involved in, so don't forget to send in any particular achievements that they would like to share with us!

I received an email yesterday from the Chair of the school's PTA, Mrs L Charlwood, and after an incredibly successful year she has taken the decision to step down as another opportunity has come along. I would like to publicly thank her for the drive and commitment shown by her in re-inventing our PTA.

Please continue to park respectfully outside both entrances of the school as our neighbours can become rather frustrated when drivers are disrespectful and park in front of drives etc.

Finally, thank you all for sending your children to school in the correct uniform they are all looking very smart. If you should require any secondhand uniform, there are often sales organised by the PTA where quality garments can be purchased at a fraction of the cost, so keep your eyes peeled for upcoming PTA events.

Yours faithfully

Trudi Sammons  
Headteacher

