



# Headteacher Update



2025 - 2026

## Tuesday 6<sup>th</sup> January 2026 – Welcome Back

Welcome back after the holidays. I hope you have all had a restful break and enjoyed some quality family time together. If your circumstances have changed in any way, please speak to a member of the team so we can ensure your child is fully supported in school.

### Staffing

We welcome back: Mrs Jones (Assistant Headteacher), Miss Booth (Class 7 teacher W, Th, F) and Mrs Pickup (Class 2 teacher W, Th, F). Joining the OBS team of Care Assistants is: Mrs Busby. Joining the Play team at lunchtime are: Narinda and Gail.

### Teacher Structure from January

Nursery	Miss Rosindell
Class 1	Miss Singh
Class 2	Mrs Shropshall (M&T) and Mrs Pickup (W, Th & F)
Class 3	Miss Marrow
Class 4	Mrs Kelly
Class 5	Miss Priddle (M&T) and Mrs Richards (W, Th & F)
Class 6	Mrs Smythe
Class 7	Mr Summersby (M&T) and Miss Booth (W, Th & F)
Class 8	Miss Beard
Class 9	Mr Brown
Class 10	Mrs Jones (M) and Miss Tarlowski (T, W, Th & F)
Class 11	Mrs Tindsley (M, T & W am) Mrs Black (W pm, Th & F)
Class 12	Mr Ross
Class 13	Miss McCulloch
Class 14	Mr Harper
Willow	Miss Dourneen

### Morning Drop Off

To help us create a calm, safe and independent start to the day for all children, we kindly ask that parents and carers **say goodbye away from the classroom doors/doors into school**. Please do not enter classrooms or the school building. Members of staff are outside each day and are very happy to pass on any messages to class teachers.

If you need to speak directly with your child's teacher, please make an appointment through the school office or speak to them at the end of the school day when they are available.

One of our key aims is to help pupils develop confidence and independence as they come into school. A busy entrance area, with large groups of adults gathered near the doors, can feel overwhelming for some children and can make it difficult for them to enter calmly.

## School Uniform

As a reminder, please make sure that children arrive at school wearing the correct school uniform and that all clothing items are clearly named, this includes shoes. We have so much 'lost property' that is not named and was not claimed in the final week of term; this will now be used for spares and sent to the charity shops. [Old Basford School - School Uniform Information](#)

## Earrings on PE days

The office is having an increasing number of children coming for plasters to cover earrings on PE days. Please can I remind you that if your child cannot remove their earrings on PE days then parents should cover the earrings at home before school or send their child with plasters or surgical tape to cover the earrings before the lesson, this is to maintain health and safety standards. If it is easier for you to keep a roll of surgical tape in your child's bag or their tray, this is also more than ok and very helpful.

## Items from home

The only items that should be brought in from home are those that have been agreed with the class teacher, this might be for specific learning tasks. We kindly ask that no toys, fidget items, jewellery or other personal belongings are brought into school, as these can cause distractions and difficulties in the classroom. School will provide all stationery that your child needs.

## Attendance

- The school gates open at **8.40** and **all pupils need to be in lessons by 8.50 at the latest**. If they arrive after this time, they are **late** and need to be signed in at the office by an adult and will receive a late mark in the register.
- If you know your child is going to be off school, please contact the school office before 9am each day they are off stating the reason for absence.
- If you know your child will be having a planned absence, an absence request form is available from the school office and needs to be complete before the absence.
- **School finishes at 3:20**, meaning all pupils should be collected on time. Persistent late collections could result in a Stay and Play or After School Club charge.

## Arbor

Arbor is the school's only app that we ask **all** parents to download and use (The Tapestry app is only used in F1 (nursery) and F2 (class 1 and 2) to showcase learning). The Arbor app is used to communicate with parents; this might be whole school or individual messages, sending home positive PROUD points and informing about behaviour incidents. You can also use the app to check your child's attendance and update personal information. Please can I remind all parents to check the Arbor app on a daily basis. If you have any questions, please speak to a member of the office team who can help or refer to the school website - [Arbor Parent Portal and App | Old Basford School](#)

## Medicines including inhalers

If your child is prescribed medicine, including an inhaler and they are needed to be used during the school day, we are happy to administer this for them. All medicine should be handed into the school office and a 'Parental Agreement for School Staff to Administer Medicine' form will need to be completed by an adult: [Medicines in School | Old Basford School](#). Any child with asthma will need an 'Asthma Care Plan' completed by an adult.

### **Money into school**

Please can we ask that your child's Arbor account is in credit if you know your child will be having paid school meals or attending Breakfast Club or After School Club. All money should be paid in advance, so that the account is always in credit. If there are any problems, please contact the school office who will help.

**Stay & Play (3:20 – 4:15pm) £3.50 per session**

**Afterschool Club (3:30 – 6:00pm) £12.00 per session**

**Breakfast Club (7:45 – 8:40am) £3.00 per session**

**School Meals £3.00 per day (£15.00 a week)**

### **Bikes and Scooters**

We do allow pupils to bring bikes and scooters to school but we do ask that they are not ridden on the school site, this is for the safety of all parents, pupils and staff. Bikes and scooters are left at your own risk during the school day and you are of course welcome to use a lock (provided from home) to keep them secure. Before and after the school day, parents are responsible for their child on their bikes/scooters and we do ask that children do not block the school entrance or ride irresponsibly near pedestrians. Any reported unsafe or misuse of bikes and scooters could lead to individual pupils being asked not to bring them to school.

### **Communication**

We are an open school who want to work with our parents and build strong relationships. On the rare occasion that something might have happened that you want to discuss, you can do so on an informal basis at the end of the school day or by phoning into the school office to arrange an appointment. Below is a flow chart for support.

Speak to the class teacher



Speak to one of the Middle Leadership Team, they can support all families.

MLT are: Miss Singh (EYFS leader), Mrs Kelly (Lower School Leader – Y1, Y2, Y3), Mr Harper (Upper School Leader – Y4, Y5, Y6), Miss Marrow and Mrs Heywood (SENDCo)



Speak to an Assistant Headteacher – Miss Priddle, Mrs Thomas and Mrs Jones

or

Mrs Young (Deputy Headteacher)



Speak to Mrs Duffin - Headteacher

### **Home circumstances and Pastoral Support**

We recognise that on occasions circumstances within the family home might change, please speak to a member of staff so we can help support you and your child. This might be a family bereavement, parent separation, financial changes (we can support with food bank referrals, second hand uniform, free school meal applications) or anything that might mean your child needs some extra time to talk.

As a school, we have a strong pastoral support system: Mrs Spilsbury, Miss Dobson and Miss Toone are our in school pastoral team, Naomi and Heidi are our school counsellors (M, T and Th) and Barbara is our school support worker from Nottingham Mental Health Support Team (MHST) (W), so hopefully there is always someone who can help.

All children come into contact with these adults during the day and can ask for help. If we are supporting your child through the school pastoral team, you will be informed by letter. If we believe your child would benefit from 1:1 session with the School Counsellors we will ask for your consent. Consent is also obtained for pupils to work in small groups or 1:1 with MHST. All pupils will take part in whole class MHST workshops throughout the year.

If you have any questions about the types of support or how to access support, please speak to one of the Safeguarding team.



**Old Basford School**  
**Safeguarding Information**  
**Guidance for Parents & Visitors**



Mrs L Duffin  
Head Teacher  
Lead Designated Safeguarding Lead



Miss E Young  
Deputy Head Teacher  
Designated Safeguarding Lead



Miss S Priddle  
Assistant Head Teacher  
Designated Safeguarding Lead



Mrs L Jones  
Assistant Head Teacher  
Designated Safeguarding Lead



Mrs S Spilsbury  
Attendance & Pastoral Lead  
Designated Safeguarding Lead



Miss L Toone  
Pastoral Support  
Designated Safeguarding Lead



Mrs N Heywood  
Senco  
Designated Safeguarding Lead



Miss A Dobson  
Pastoral Support/Teaching Assistant  
Designated Safeguarding Lead

At old Basford school, we place the highest priority on safeguarding children.

To ensure all children are safe, we need support of all staff, parents, visitors and our community.

If you have any concerns or worries about the safety and welfare of our children please inform us immediately.

Do not keep concerns to yourself- we are all here to support every child.

Ask for one of the staff members shown above who are our designated safeguarding team.

**Safeguarding children because every child matters**

## Dates

Please take a moment to look at the dates attached, especially as we have trips beginning this week. It is important that you are aware of key events for your child and for when you are invited into school.