

September 2024

# NEWSLETTER

## potter street academy news



Dear Parents/Carers

*I hope this message finds you well. I'm thrilled to take this opportunity to re-introduce myself as the new Head of School.*

*Joining me this year is our new Deputy Headteacher, Miss Tanica Witter. We're both excited to work together to build on the fantastic foundation already in place here at Potter Street Academy, ensuring a positive, supportive, and enriching experience for all of our students.*

**A bit about us:**

*As Head of School, my focus is on fostering an environment where every child feels encouraged, valued, and motivated to do their best. I look forward to continuing to meet more of you and hearing your thoughts on how we can keep improving our school community. If anybody has any particular skills or trades they would like to share with us, we could always do with some extra help!*

*Miss Witter, in her role as Deputy Headteacher, brings a wealth of experience and passion for education. She will be working closely with both the students and staff to enhance our school and support the academic and personal growth of every child.*

*We're both eager to get to know you all better and work alongside you to make this school year a great success. We believe that with open communication and collaboration, we can make Potter Street Academy an even more wonderful place for our students to learn and grow.*

*Thank you for your continued support. Here's to a fantastic year ahead!*

Mr Gladwin

**Head of School**

---

### Contact Details

---

Please ensure that the school office has updated contact information such as telephone numbers and email addresses so that all letters and school information is able to reach you. We need three contact details for every pupil to meet safeguarding requirements.

---

### Reminders

---

Please ensure that your children's book bags, lunch boxes, water bottles and ALL clothing, including shoes and coats are labelled.

Please ensure that your child is dropped off and picked up promptly, school doors open from 8:40am and learning tasks begin at this time, all children should be in class by 8:50am. If you are

---

Part of the Passmores Cooperative Learning Community

Web: [www.potterstreetacademy.com](http://www.potterstreetacademy.com)

Twitter: @PotterStAcademy



using our breakfast club, children MUST be accompanied into the main office for registration. Payments for dinners, breakfast club and after school club must be paid for in advance via the online payment system.

---

### Family Holidays and Term Time Leave

---

Just a reminder that parents/carers should ensure that family holidays and any term time leave are arranged outside of school term time.

Parents/carers should not remove their child from school during term time without having first requested a leave of absence in writing from the Headteacher.

All requests for authorised absence will be responded to in writing and will only be authorised in the most extreme circumstances.

If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents/carers may be issued with a penalty notice.

Requests are rarely authorised.

---

### Secondary School Places for Sept 2025

---

If your child is in year 6, you can apply for a secondary school (year 7) place between 12th September and 31<sup>st</sup> October 2024.

You must submit an application by the national closing date of 31<sup>st</sup> October. Late applications may reduce your chance of being offered a place at your preferred school.

Applications can be made online via [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

---

### Primary School Places for Sept 2025

---

You can apply for Reception school place at an Essex primary school between 4th November 2024 and 15<sup>th</sup> January 2025.

You must submit an application by the national closing date of 15<sup>th</sup> January 2024. Applications received after this date are considered late and will reduce your chance of being offered a place at your preferred schools.

It is the parents / carers responsibility to apply for a school place at the correct times. Essex County Council no longer send letters to inform you to apply for your child's school place.

---

### PE Kit Needed in School

---

Please ensure all children have their full PE kit in school.

All lessons will take place outside even if it is cold. Only heavy rain will prevent classes going out so please make sure your child has a black or grey tracksuit as part of their PE kit.

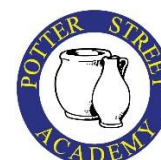
---

### School Uniform Reminder

---

I would like to thank all our parents who ensure their children wear school uniform. However, I have noticed increasing numbers of children who are not wearing correct school uniform. Furthermore, our expectations around uniform extends to hairstyles, hair accessories and jewellery, below is a reminder of the uniform and expectations for ALL our children.

- Plain black, grey or navy-blue tailored trousers (not "skinny leg", cords, leggings or jeans)
- Plain black, grey or navy-blue tailored skirt on or near the knee. Tight lycra skirts are not acceptable



- Royal blue (with or without school logo) sweatshirt / jumper / cardigan
- Royal blue or white (with or without the logo) polo shirt
- White shirt / blouse
- Blue/white checked or striped dress. Summer only
- Black, grey, white or navy-blue socks or tights. No patterns or logos
- Black flat shoes should be worn at all times, shoes with high heels are not deemed suitable. Trainers are not allowed except for PE lessons
- Royal blue fleece or waterproof jacket
- Hairstyle and colour should be appropriate for school. Long hair must be tied back
- No make-up/tattoos or nail polish is to be worn



### House Captains

After some fabulous speeches to the school, I have pleasure in announcing the new House Captains. A huge congratulations to:-

#### **Dragon:**

Captain- Cian  
Vice- Lamara-Skye

#### **Lion:**

Captain- Vinny  
Vice- Zara

#### **Griffin:**

Captain- Callie  
Vice- Daria

#### **Unicorn:**

Captain- Leja  
Vice- Skylar

Well done to everyone who took part and had the courage and resilience to stand up and speak in front of everyone.

### House Points

Children are busy earning house points by showing how well they keep the school values – responsibility, respect, resilience and relationships.



**Dragon 106**



**Griffin 125**



**Lion 146**



**Unicorn 113**

### Children Arriving Late to School

Please support us by ensuring your child arrives at school on time.

If your child is in KS2 and is late to school, they will be required to make the time of lost learning up in their lunchbreak.

### Sporting Events

#### **Futsal Festival**

The recent Futsal Festival kicked off the first sporting event of the year with great success. The Year 6 players showcased their improved understanding of the game, excelling in quick passes, positioning, and teamwork. Despite facing tough challenges, they displayed remarkable resilience, pushing through difficult moments and never giving up.

#### **Sports Festival**

Church Langley School recently held a lively sports festival, giving children the chance to try out a



variety of sports, from football to tag-rugby. The event was full of energy, with different zones for each activity and enthusiastic volunteers helping the kids learn and have fun. The festival promoted teamwork and sportsmanship, making it a memorable day of joy and excitement for everyone involved.

---

## Reception 2025 Tours – Potter Street Academy

---

We are offering tours of the school for families of children that will start in Reception in September 2025.

If you would like to book onto one of the tours, please contact the school office on 01279 866504.

The dates are:

- Thursday 17th October - 1:30pm
- Tuesday 5th November - 9:30am
- Wednesday 27th November - 9:30am
- Wednesday 15th January - 1:30pm

## Dates for the Diary



Dates for  
the Diary:

25 <sup>th</sup> Sept	Y1 to Walton-on-the-Naze
2 <sup>nd</sup> Oct	Harvest festival assembly
4 <sup>th</sup> Oct	Y5/6 boys football
11 <sup>th</sup> Oct	Y5/6 football
15 <sup>th</sup> Oct	Firework/Halloween safety assembly
15 <sup>th</sup> Oct	Parents consultation, 4:00 – 6:30pm
16 <sup>th</sup> Oct	Parents consultation, 1:00 – 4:00pm
16 <sup>th</sup> Oct	Time to Talk, community space
17 <sup>th</sup> Oct	Open afternoon tours – reception 2025 children
18 <sup>th</sup> Oct	Y5 dodgeball
23 <sup>rd</sup> Oct	Non uniform day
23 <sup>rd</sup> Oct	Half term, children finish at normal time
4 <sup>th</sup> Nov	Children return to school