

BE THE BEST YOU CAN BE

MALMESBURY

# SEPTEMBER 2026 START



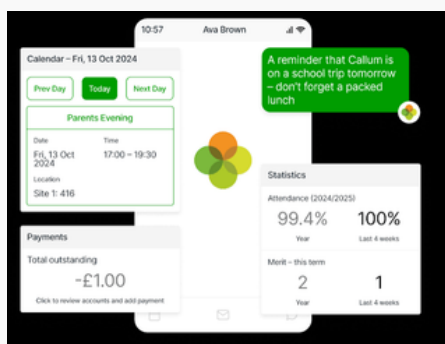
**MALMESBURY**  
Primary School  
BE THE BEST YOU CAN BE

## Welcome/welcome back!

We are looking forward to a great year together. We know that good communication makes everyone's life easier. We also know communication is a two-way process so please do ask/talk to us if you are unsure of something or something is worrying you.

## How will I find out key information/messages about school?

We send out electronic messages. This reduces paper (good for our planet and our budget) and ensures key information isn't lost in children's bags. This year we are moving to Arbor for all parental information, our weekly newsletters, trip information and all school payments (Clubs, trips etc). Arbor is really intuitive, simple to use and the feedback is that it is reliable. It will replace Schoolping.



Emails have gone to all parents/carers about how to set up an Arbor parents' account. If you need help, we will have staff available on Friday and Tuesday morning from 8:50am in the school office. Please click on the QR code to read a quick introduction on Arbor for parents/carers.



## Who do I speak to if I have a question/concern?

Our class teachers are usually the first person to speak to. Teachers are available in the playground at the end of the day. Please be patient if they ask you to wait whilst they safely dismiss children first. If you are unable to speak to the teacher in person, please email [admin@malmesbury.towerhamlets.sch.uk](mailto:admin@malmesbury.towerhamlets.sch.uk) and the class teacher or appropriate member of school staff will get back to you. For questions/concerns around safeguarding, SEND or medical needs, please speak to:

- Our Designated Safeguarding Lead (this is now Tim) or email: **[safeguarding@malmesbury.towerhamlets.sch.uk](mailto:safeguarding@malmesbury.towerhamlets.sch.uk)**
- Your child's class teacher initially and then contact our SENCO's (Rebecca Y1-6/Glynis EYFS) **[send@malmesbury.towerhamlets.sch.uk](mailto:send@malmesbury.towerhamlets.sch.uk)**
- Our medical lead (Ruth) **[medical@malmesbury.towerhamlets.sch.uk](mailto:medical@malmesbury.towerhamlets.sch.uk)**

Senior leaders and our welfare and safeguarding lead (Shaheda) are at the school gates every morning/afternoon. We are happy to talk with you. We have great relationships with parents based on mutual respect. This involves us taking time to listen to each other in order to understand and be understood.

'Be curious not furious' is a great saying to remind families it is always worth taking time to find out key information before forming a judgment.

Be curious not  
furious

## What are key start/end of day timings?

**7:30 - 8:30am** Breakfast club open

**8:40am** School gates open

**8:50am** School day starts (gates close)

Children arriving after this time are late. They have missed key information and settling into the school day with friends and teachers. Where younger children need a school adult to escort them to class, this also takes adults away from their other roles/other children's learning.

**3:15pm** School gates open

**3:25pm** School gates close.  
Clubs/Malmesbury Maximum begin.

**4:30pm** After-school clubs finish.

**5:45pm** Malmesbury Maximum finishes.



## How are birthdays at Malmesbury celebrated?

At Malmesbury Primary School we love helping children celebrate their birthdays, it is our values of care and collaboration in action. We do this in school with birthday banners, badges or hats (as modelled above!).

We ask families not to send in sweets, chocolates, cakes or party bags for birthday celebrations please.

## What do I do if someone else is collecting my child?

Tell the office. They will pass the message on. If this is a regular arrangement please let the office and teachers know.

Siblings aged 13 and over may collect brothers/sisters as long as staff know and feel comfortable the arrangement is safe for all.

If teachers have not had a message about a change of adults, they may ask adults to wait whilst they check. This keeps our children safe.

Our safeguarding team will also communicate to staff any other changes around who can/cannot collect children.

Y6 children may walk home on their own as long as parents complete a form (collect from the office).



Lots of children ride bikes and scooters to school - this is a brilliantly healthy way to travel.

We now have extra bike storage in school with extra scooter storage on its way too! Thanks to the PTFA's fundraising last year. We have also moved the side gate so bikes/scooters can be safely stored within our playground.

Please remember cars can, and do, travel down Coborn St so children need to be safe and near an adult if on the road.

Y6 children travelling to/from school may bring a phone with them. This needs to be handed into the office at the start of the day for safekeeping.

We don't have any other phones/smartwatches in school.

