Colnbrook C. of E. Primary School

High Street, Colnbrook, Berkshire, SL3 0JZ

Tel: 01753 683661
Email: mail@colnbrookprimary.com
Website: www.colnbrookprimary.com

Headteacher: Mr Tom Brunson B.A.(Hons), NPQH

Thursday, 4th September 2025

Dear Parents and Carers,

Welcome back! It was great to see so many children with smiling faces this morning, ready for a new school year. I hope you had a wonderful summer with your families. As we start a new year, I'm writing to provide some updates and reminders that I hope you will find useful.

Firstly, I would like to extend a very warm welcome to new families who are joining us in Nursery and Reception this year. I look forward to meeting you soon; do say 'hello' when you see me on the gate.

Our School's Vision

As a Church of England school, we have a shared Christian vision, taken from the Bible: ***"Be strong and courageous, do not be afraid, do not be discouraged for the Lord your God will be with you wherever you go"*** (Joshua 1:9). I spoke to the children about our vision in collective worship today, reminding them what it means to "be strong and courageous" in their learning. Whilst we have a strong Christian vision, we are inclusive of all. Whether children have a faith or not, everyone is respected and given opportunities to express our vision in a way that makes them feel comfortable.

Staff Update

Miss Cleaves has joined our staff team this year, covering Mrs Hanrahan's maternity leave. Please join me in making her feel welcome. I'm delighted to share that Mrs Hanrahan welcomed a healthy baby boy in August. We look forward to meeting him soon.

Communication

If you have not already, please download the Teachers2Parents app and create a log in. If you have any problems, please let the school office know, and we will do our best to help. We will continue to use this app for permission forms, club bookings and parents' evening slots this year.

In addition, I would like to draw your attention to a new communication policy that the governors approved at the end of last year. This policy outlines how the school communicates with parents, expectations of respectful communication and when you should expect replies to emails and phone calls. At the back of the policy is a helpful chart of who is best to speak to if you have a question or concern. You can view this policy on our website by clicking here.

Senior Leadership Team

The senior leadership team is made up of myself, **Mrs Bharj** and **Mrs Uppal** (Assistant Headteachers), **Mr Thomas** (SENDCo: Special Educational Needs and Disabilities Co-ordinator) and **Ms Broderick** (Early Years Lead). If you have any questions or concerns, please feel free to speak to one of us before or after school at the gates or contact us through the school office.

Uniform and PE Kit

We take pride in our appearance at school and our uniform is an important part of life at Colnbrook. We expect children to be in full uniform each day, including ties for all children in Y1-6 and correct school shoes. PE kits should be in school every day and children will be expected to change for PE lessons. If your child is missing an item of uniform or PE kit, we will contact you.

Punctuality and Attendance

Every minute in school really does matter and we aim to help children do their best from the moment they walk through the door. **Gates and classroom doors open at 8:35am**, with tasks set up ready for the children to get on with straight away. **Gates close at 8:45am** and this is the latest children should arrive at school.

If your child is late, they will miss these learning opportunities, and it can be embarrassing for children to walk in when their friends are already working on tasks. Please ensure your children are on time every day to give them every chance at success.

Regular attendance at school is also vital for children's success. Registers are monitored daily by the senior leadership team, and we will contact you if we have concerns about your child's attendance. If your child is too unwell to attend school, please phone the school office before 9am, **selecting option 2** and leave a voicemail to explain your child's absence. We do follow up absences or complete home visits if we have concerns. The NHS guidance 'Is my Child Too Ill for School' is a helpful guide for parents. Click here to access this advice.

If there are exceptional circumstances where your child needs to be absent from school, this must be requested in advance. Request forms are available at the school office and all requests are considered on a case-by-case basis. Please be aware that if your request is not authorised, this may result in fixed penalty notices (fines) being issued by Slough Borough Council. Further information on this is available here.

Trips

In the next couple of weeks, you will receive a letter that outlines all school trips planned this year for each class and the costs of these visits. We have worked very hard to keep costs to a minimum and we are grateful to the PTA for subsidising coach costs, which have significantly increased in recent years.

Upcoming Dates

There are several important dates coming up over the next few weeks. Important dates are included in the weekly Friday newsletter. Do make sure you read this each week to keep up to date. We have included some important dates for your diary in the table below.

If you have any questions or concerns, please speak to your child's class teacher or office staff in the first instance.

I look forward to working with you once again this year.

Yours sincerely,



Mr. T. Brunson
Headteacher

Important Upcoming Dates	
18th September 2025	3:30pm – PGL 2026 parent meeting for Year 5/6 parents
22nd September 2025	Year 3 trip – Eton College 2:30-3pm / 4-4:30pm - Parent workshop – Wellbeing with Ms Broderick
25th September 2025	Tempest Photos – Individual & Sibling photos 2:30-3pm – Parent workshop – SAT's Year 6 parents with Mrs Uppal and Mrs Bharj 4-4:30pm – Online Parent workshop - SAT's Year 6 parents with Mrs Uppal and Mrs Bharj
2nd October 2025	Year 4 trip – Chertsey Museum
9th October 2025	Year 1 – Toy making workshop
20th October 2025	Flu vaccinations PTA Harvest Disco – Early Years to Year 2
21st October 2025	PTA Harvest Disco – Year 3 & Year 4

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22nd October 2025	PTA Harvest Disco – Year 5 & Year 6
23rd October 2025	2:15-3pm - Harvest Church Service – St Thomas Church – parents welcome