



The Quinta Primary School

Autumn Term 1 Newsletter 2 15.09.23

- Everyday Excellence
- Authentic Care
- Independence
- Opportunity

The Quinta Families,

On Sunday 15th October we will be holding our Quinta Open Day. We chose Sunday as we felt it gave our families the best opportunity to come and see the school. Our Y6 students will be on hand to show you around the school. If you haven't been inside the school before and want to come and have a look then feel free. If you know any families looking to join The Quinta then give them a nudge.

Our new behaviour system is in full flow as we track all attitudes to learning and behaviour throughout the day for each session. This will really focus our attention on those children who always follow our ready, respectful and safe rules but sometimes go unnoticed with the attention drawn to the few who need additional support and reminders at times.

The majority of clubs will be starting this week. If your child misses a club without the member of staff being told they run the risk of losing their place at the club. Clubs are massively oversubscribed and staff spend a lot of time chasing up pupils who have not turned up only to find out they went home early, didn't fancy it this week or are absent. Please let the office know if your child is supposed to be at a club and won't be attending. They will make the necessary marks on the register.

With the completely unpredictable weather, can all children have a waterproof jacket so that they are not confined to the lodge on the playground at break and lunch in wet weather. Classrooms will only be opened if it is torrential or bitterly cold.

We will be sending out a survey next week to better understand how our Quinta families find out what's going on at school in regards to: celebrations, reminders, events and news. Currently we communicate on Seesaw, newsletters, Download, Facebook, Instagram, email, School Spider APP (Text) and Twitter (X). Keep an eye out for this.

Have a great week

Mr W Sharpe

THE QUINTA PRIMARY SCHOOL
OPEN DAY

SUNDAY
15TH OCTOBER 2023
9:30 - 12:30

JOIN US AND TAKE A LOOK

We are holding an whole school open day, from Preschool right up to Year 6, on Sunday 15th October. If your child is interested in join us during this academic year or our Reception 2024 intake feel free to come along. All the family are welcome and to book simply contact the school office on the details below.

What you'll see...

- The stimulating learning environment within school
- A chance to chat to Staff
- Some of the current children's work and the curriculum followed
- How we live our values each day in school
- A taste of our mouthwatering school dinners

TO BOOK
Call on 01260 221640
Email admin@thequinta.cheshire.sch.uk

Key Information

Behaviour

The one page overview is here: https://www.thequinta.cheshire.sch.uk/serve_file/20206885

The pupil version is available here: https://www.thequinta.cheshire.sch.uk/serve_file/20207090

School Meal Price Increase from September

As you will know, we make every effort to support the needs of all of our pupils and their families but unfortunately from September we are having to increase our school meal prices to £2.50.

Please be assured that we have considered all options to keep the costs down, but due to the current economic climate it has left us with no choice but to increase the price for the first time in four years aligning us with other schools in the local area. We hope that you understand and we look forward to supplying your children with the same high standard of school meals.

To order school meals please do this by Monday evening for the following week via your Scopay account.



<https://www.scopay.com/login>



Key Assessment Dates

Attendance all year round is extremely important for your child's well being and progress however there are some key dates within the year that their attendance is imperative for national assessment, these dates are as follows:

- Key Stage One Phonics Screening Check - w/c 10th June 2024
- Key Stage One SATs - throughout May 2024
- Year 4 Multiplication Check - within the two week period commencing 3rd June
- Key Stage 2 SATs Week - Monday 13th until Thursday 16th May



School Clubs

An email was sent on School Spider on Thursday 14th September inviting you to sign your children up to our school clubs. Here is a link to the page should you have missed this communication
<https://forms.gle/4NLTvW2Z7ixWeon19>

Please note that spaces are limited, should the link fail to book your child on this may unfortunately mean that the club is full.

How to set up School Spider

School Spider is The Quinta Primary School's main form of communication. If you are new to the school or are having problems using the application please follow the steps below.

For new parents

To create an account with School Spider:

- Download the FREE School Spider App
- Select our school
- Click Parent Login
- Click 'Create Account'
- Input the email address we have on file for your child/children
- Follow the steps in the email you receive. Please note, your username is NOT your email address

For existing parents

If you have used School Spider before but you cannot remember your login details:

- Make sure you have the latest version of School Spider App
- Select our school
- Click Parent Login
- Click Forgot Password
- Enter your email address and it will send you a reset password link and username. Please note, your username is NOT your email address

[Parent App Guide.pdf](#)

Reminders

Nut allergies - We have a large number of children with severe nut allergies. We are a nut free school so please ensure all packed lunches and snacks are nut free.

PE Kit - Please remember that your child can come to school in their P.E. kits for P.E. days. You should have had a note on Seesaw to let you know when your child has P.E. This is different in the reception classes. The children will have their P.E. kits in school to change into.

Attendance - Holidays in Term Time

This year we are looking to improve even further with attitudes to learning. Within attitudes to learning we include attendance. Last year our overall attendance was well above the national averages and this contributed to our most successful year for pupil performance. We did not issue any fixed penalty notices last year due to the national disruption and the isolated cases that fell within this permissible action. With teacher strikes and additional bank holidays it felt disingenuous to then fine for a few days over. However this year we will be issuing FPNs for unauthorised absence over 10 sessions (5 days)

We advise parents/carers to avoid taking children out of school in term time. Holidays taken in term time will not be authorised. If parents/carers decide to take child/children out of school, please call into the school office for a Leave of Absence form to be completed - this is so that we can accurately identify where a child is. Where we believe a child has been on holiday when we have been told they are on holiday we reserve the right to ask for medical evidence or fine.

Please remember that taking your child out of school without the school's authorisation may result in the school requesting the Local Authority to issue a Fixed Penalty Notice to each parent/carer for each child.

The penalties are shown below.

Please be aware that only a few days of absence can impact significantly on a child's attendance percentage and consequently the child's education and learning. Missing one week per school year is the same as missing half a term of primary education - 140 lessons. 60% of primary aged pupils who missed more than 19 days did not achieve the expected standard in 2019.

Holidays exceeding 10 or more sessions will result in a fixed penalty notice as explained below.

Penalties for unauthorised absence		
Timeline	One child	Two Children
Paid within 21 days	£60 per parent as per the definition in the education act, section 576	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	A summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	A summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance

Children on Social Media The Quinta Primary has a presence on Facebook, Twitter and Instagram, if you do not wish for any images of your child to be used on these platforms please let the School Office know.

Exciting Opportunities

The Quinta Open Day

We are holding a whole school open day on Sunday 15th October, if you know of anyone who would like to join our Quinta family please pass the information on ☐



THE QUINTA PRIMARY SCHOOL OPEN DAY

**SUNDAY
15TH OCTOBER 2023**
9:30 - 12:30

JOIN US AND TAKE A LOOK

We are holding an whole school open day, from Preschool right up to Year 6, on Sunday 15th October. If your child is interested in join us during this academic year or our Reception 2024 intake feel free to come along. All the family are welcome and to book simply contact the school office on the details below.

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TO BOOK
Call on 01260 221640
Email admin@thequinta.cheshire.sch.uk





**Urgent
toy
appeal**

Donate in-store:
4th September – 17th September 2023
Cancer Research UK
22 Bridge Street
Congleton
Cheshire
CW12 1AS
01260 273326
CongletonShop@cancer.org.uk
The items sold in our shops help to fund [our life-saving research](#)

 Registered with
**FUNDRAISING
REGULATOR**

Cancer Research UK is a registered charity in England and
Wales (2089464), Scotland (SC041666), the Isle of Man (12033)
and Jersey (247). Registered address: 2 Redman Place, London,
E20 1JG.

 **CANCER
RESEARCH
UK**

Cancer Research Need Your Old Toys

The Cancer Research Shop on Bridge Street, Congleton are running low on toys and they would be really grateful for any of your donations. By supporting Cancer Research you'll be helping to raise much-needed funds for life-saving work.

Join us for our themed lunch

On Thursday 28th September we are inviting all children to join us for our Back to School Lunch. If you would like your child to take part please order via Scopay by 18th September.



Orchestral Weekend - 29th and 30th September

Following the success of last year's event the love Music Trust are pleased to announce we will be running a second Orchestral weekend in conjunction with Congleton Youth Orchestra, across the evening of Friday 29th and daytime Saturday 30th September.

The weekend is open to all musicians playing an orchestral instrument and of a grade 4 standard and above, and will consist of full rehearsals, sections and group activities.

As well as those who may already play in an Orchestra, the weekend is ideal for those who may currently play with a Brass Band, String Ensemble, Wind Orchestra, Big Band or Percussion Group but who may not have had the opportunity to see what playing in an orchestra is all about!

There are some excellent orchestral tutors booked onto the course and the Saturday will finish with a short concert from 6:30pm in the Trinity Church, Congleton.

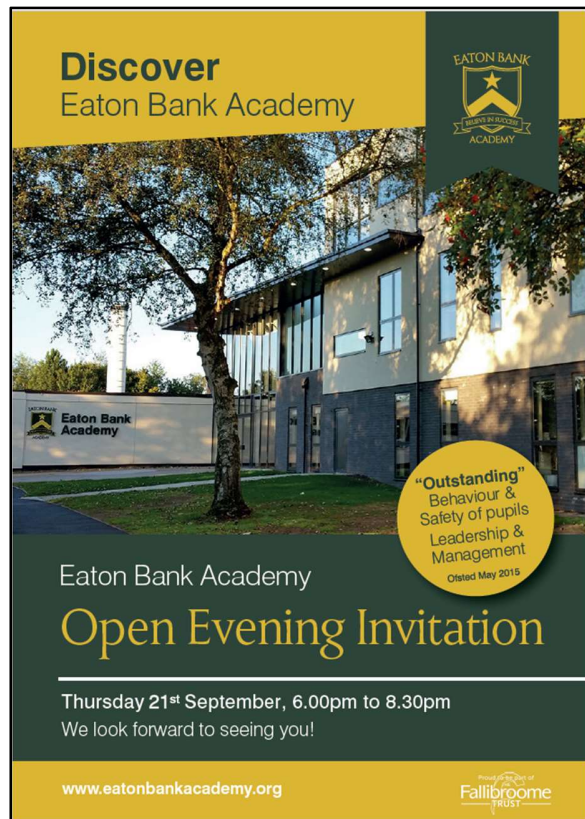
Orchestral instruments include: violin, viola, cello, double Bass, clarinet, flute, oboe, bassoon, trumpet, cornet, trombone, French horn (or tenor horn), tuba and percussion. If you play an instrument not listed here but would like to attend the course, please contact us at admin@lovemusictrust.com.

The cost for the weekend is £65 weekend is open to all children in Cheshire East who are in full time education.

For more information to sign up please follow the link: www.lovemusictrust.com/orchestral-weekend-23

Eaton Bank Academy Open Evening

One of our local high schools is having an open evening on Thursday 21st September, pop along and see the exciting learning environment that they have there and what they have to offer.



The poster features a photograph of the Eaton Bank Academy building, a modern structure with large windows and a prominent tree in the foreground. The text is arranged in a clean, professional layout with yellow and green accents.

Discover
Eaton Bank Academy

EATON BANK
ACADEMY

"Outstanding"
Behaviour &
Safety of pupils
Leadership &
Management
Ofsted May 2015

Eaton Bank Academy
Open Evening Invitation

Thursday 21st September, 6.00pm to 8.30pm
We look forward to seeing you!

www.eatonbankacademy.org

Part of the
Fallibroome
TRUST



Does your child want to learn a musical instrument?

Congleton Youth Orchestra Beginners

- Tuition by qualified instrumental tutors
- Weekly lessons in groups from Sept '23
- Instrument loan included in the £35 termly fee
- Subject to minimum numbers

Instruments available in October '23

- Violin, Viola, Cello, and Double Bass
- Trombone and French Horn



congleton-youth-orchestra.org



@congletonyouthorchestra

Registered Charity No: 107 1130

Congleton Youth Orchestra

If your child would like to be part of a local musical community look no further than the Congleton Youth Orchestra. For further information please visit <https://www.congleton-youth-orchestra.org/>

Time Out for Parents Courses

The Time Out For Parents courses include group discussions and practical tasks to help you build on your strengths and give you time and space to think about any changes you want to make. This is a six week course and is free of charge.

TIME OUT FOR PARENTS



THE EARLY YEARS

Sessions for anyone parenting children under 5

Date:

4th October to 15th November
Wednesday 9:30-11:30am
(No meeting wk beg 23rd October)

Venue:

New Life Church
Danesford Community Centre
West Road
Congleton
CW12 4EY

For more info or to book a place:

Contact Alison Timbey on
01260 297961
or email
alison.timbey@nlchurch.org.uk

Common-sense, jargon-free information
and ideas to help you to engage with your
children and boost your relationship



Families Magazine

The Sept/Oct 2023 issue of Families Cheshire Magazine Sep/Oct 2023 is now available for you to read and includes:

- What's On in Cheshire nearby for families in September & October
- Best new adventure books for kids



- Phonics resources to assist with reading
- How AI can support dyslexia?
- Making the most of Parents' Evening
- Spooktacular half term fun at RHS Bridgewater
- and loads more.....

Dance Workshops with Sophie Moores

We are offering Dance Workshops with Sophie Moores here at The Quinta Primary School during the next term. These have been specially designed for those children in Year 1 and Year 2. Take a look at all of the exciting elements she has packed into her sessions below and if you'd like to book or for further information please email sophiemoores37@gmail.com

- Creative Dance - every Tuesday, 15:20 - 16:15, 12th September until 17th October
- Baby Ballet - every Wednesday, 15:20 - 16:10, 16th September until 18th October

Rambert grades



CREATIVE DANCE WITH SOPHIE

Creative Dance for Early Years is an innovative dance syllabus, created by Rambert Grades. Each dance class will take the children on an imaginative journey with endless themes. An energetic warm up is followed by physical skills development as the children learn structured movement material. Creative intuition is encouraged with a closing creative exploration to dive deep into their imagination. Swimming with whales, flying rockets to the moon or adventuring through the desert- every class is different.

Each session will explore movement in a new way and help to develop physical skills, harness musicality and empower confidence in young children

WHERE? The Quinta Primary School.

WHEN? 12th September – 17th October 2023, 15:20-16:15 every **TUESDAY**.

WHO? The club is open to Years 1 & 2.

HOW MUCH? The six-week course is €30 per student (€5 per class). This payment will be made in full, upfront, for the duration of the full course. (In the circumstance of an absence, no refunds will be made) **SPACES ARE LIMITED!**

I will be submitting up to twelve children for the **Creative Movers examination** during the last two weeks of this term. If you would like your child to be entered for this dance exam, the extra cost of this is **€22**, which is paid straight to Rambert Grades.

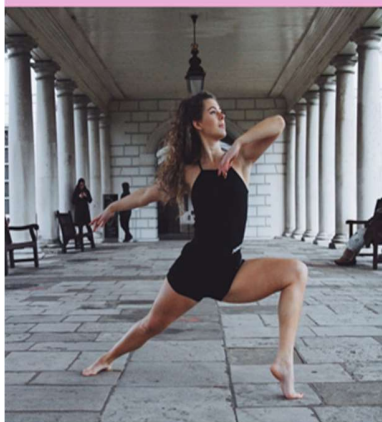
Each child will have the opportunity to take a Rambert Grades exam, which are a celebration of each student's progress at the end of each grade. Each child is rewarded with a bright fabric badge and a certificate (children will only be entered for exams when they are ready, during the Autumn term).

Children who move through the grades are commended on six qualities: Communication, Teamwork, Generosity, Effort, Listening and Enthusiasm.



To secure your place and process your payment, or for further information, please email .

BABY BALLET



Baby Ballet with Sophie is an inspiring, creative and imaginative Ballet class for young children. This class aims to introduce young dancers to basic Classical Ballet technique using imaginative methods and ideas. The dancers will also explore creative skills, experience miming and acting, and replicate technical choreography.

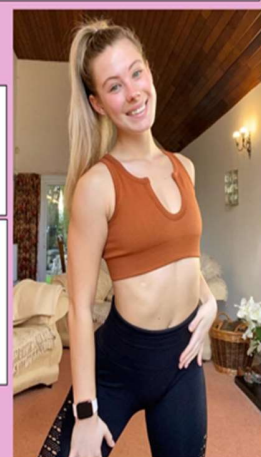
As a professional dancer I have trained in London for three years and graduated with a BA Honours in Contemporary Dance. I then went on to become a part of a professional Contemporary and Physical Theatre company called JV2 (Jasmin Vardimon Company) for a year. I now work as a freelance dance artist and teach a range of dance workshops, classes and intensives at institutions, schools and companies across the North West.

WHERE? The Quinta Primary School.

WHEN? 13th Sept – 18th Oct 2023, 15:20-16:10 every **WEDNESDAY**.

WHO? The club is open to Years 1 & 2 pupils.

HOW MUCH? The six-week course is €30 per student (€5 per class). This payment will be made in full, upfront, for the duration of the full course. (In the circumstance of an absence, no refunds will be made) **SPACES ARE LIMITED!**



Please email sophiemoores37@gmail.com to secure your place and process your payment.

Premier Soccer Coaching

Take a look at the flyer opposite for a fun, inclusive football coaching at Biddulph Valley. We welcome girls and boys of all abilities and EVERY child receives a trophy at the end of the term.

First session is completely free for ALL new children with no obligation to join.

FREE TRIAL SESSION FOR ALL NEW PLAYERS PREMIER SOCCER COACHING



AT **BIDDULPH VALLEY LEISURE CENTRE**
Thames Drive, Biddulph, ST8 7HL



STARTING WEDNESDAY 13TH SEPTEMBER 2023

Group 1	4.00pm – 5.00pm	School Years Reception and 1
Group 2	5.00pm – 6.00pm	School Years 2 and 3
Group 3	6.00pm – 7.00pm	School Years 4 +

Premier Soccer Coaching providing safe, fun enjoyable football coaching for Boys and Girls aged between 4 and 13 for 26 years! All abilities are catered for with total beginners introduced through FUN and confidence building practices. Players are grouped together according to age and ability.

FREE TRIAL SESSION FOR ALL NEW PLAYERS. Places must be booked.

⚽ The course will be held on Wednesday evenings, starting 13th September and will run for 12 weeks.

⚽ The cost of the course is £7.50 per week (which is payable every four weeks - £30) HALF PRICE £3.75 per week for second and subsequent Brothers and Sisters (which is payable every four weeks - £15) with the first payment due on week 1.

⚽ ALL CHILDREN ARE GUARANTEED TO RECEIVE AT LEAST 1 TROPHY on the final week of the course with opportunities for all players to win more during the course including Penalty shoot-out and World Cup competitions.

⚽ The children will be coached by DBS POLICE CHECKED and F.A. QUALIFIED COACHES who are used to working with and bringing the best out in children. The coaches will develop self-confidence and self-esteem through encouragement and positive reinforcements. The course is tightly structured to ensure all aspects of football skills are developed.

⚽ The course will be held Indoors in the sports hall so trainers should be worn.

If you wish to book a place for your child or have any other questions, please contact us on the details below.

BOOK ONLINE www.premiersoccercoaching.co.uk

**Alternatively CALL 07305 065 525 or Text
BIDDULPH+CHILD'S NAME+ GROUP NUMBER (1or2or3)
and receive confirmation by text
Stephen Carpenter
(Course Co-ordinator)**

SEND



People Directorate
Westfields
Middlewich Road
SANDBACH
Cheshire
CW11 1HZ

Date: 4 September 2023

Dear Headteacher and SENCO

HIGH NEEDS FUNDING

We are writing to you to update you on changes to the funding model for Education, Health and Care (EHC) Plans and to ask for your support with successful implementation.

Following a successful pilot in 2022 and a consultation earlier this year, we will shortly be rolling out a new model to allocate and express top-up funding for individual EHC plans for children in mainstream schools. The new model was developed by a High Needs Funding Working Group made up of school representatives, Cheshire East Council employees and Cheshire East Parent Carer Forum representatives.

What is the purpose of this change?

Under current arrangements, high needs top-up funding associated with an individual EHC Plan is expressed as a number of hours of support on each individual EHC Plan. However, using hours to express a total funding amount can cause confusion, as it doesn't reflect how the special educational provision identified in Section F of each EHC Plan is delivered in practice, or the many different ways someone can receive support to best meet their individual needs (such as small group work, or using specialised software or equipment for example).

Using the new model, the total top-up funding for each individual EHC Plan will be allocated and expressed as a **financial amount in line with an allocated band**.

The proposed change relates only to how the **total funding** is expressed for the EHC Plan, in order to remove confusion, modernise our systems and accurately represent how flexible support can and should be provided via many different methods.

Regardless of how total funding is expressed, the support that each child or young person requires to meet their needs will still be described through personalised and detailed provision descriptions in sections F, G and H of their EHC Plan (in line with legal requirements).

Using an allocation system based on bands also aligns with proposed changes from the Department for Education (DfE) to move to a national banding system.

How and when will the change take place?

We will start to move to the new model during the 2023/2024 academic year using a staged roll-out.

All EHC Plans are reviewed at least annually. Once implementation starts for relevant year groups, existing individual EHC Plans will be moved to the new model at their next review.

- **For pupils in year 6 in the 2023/2024 academic year** – we will start to move plans to the new model **from 4 September 2023** (the start of the Autumn term of the 2023/2024 academic year).
- **For all other year groups** – we will start to move plans to the new model **from 8 January 2024** (the start of the Spring Term for the 2023/2024 academic year).

The table below shows how existing EHC Plans will be moved to the new model in line with their current funding total:

Current model			New model	
Hours From	Hours to	Hours (round up)	Band	Top-Up Amount
0	12	0	0	£ -
12.1	15	15	1	£1,700
15.1	18	18	2	£3,210
18.1	20	20	3	£4,230
20.1	22	22	4	£5,250
22.1	25	25	5	£6,800
25.1	28	28	6	£8,340
28.1	30	30	7	£9,370
30.1	32.5	32.5	8	£10,700

Hours are shown here only to demonstrate how the initial move to the new model will work for existing EHC Plans. There will be no reference to a funding total in hours in the new model going forward.

In addition to the above proposals, we are listening to feedback and simplifying EHC Plan templates, meaning that there will be no 'total allocated resources' box or allocated funding band on individual EHC Plans going forward. This section is not used on many EHC plans already (including those for children and young people in specialist provision or post-16 settings for example) and will allow for better consistency. The format for the remainder of Section F, with detailed and specified provision, and all other sections will remain the same. You will receive a letter alongside each child's final amended EHC Plan (following the review) which will provide the funding band associated with that child's plan.

What does the change mean for individual children with EHC Plans?

Under the new model, agreed provision will remain focused on meeting individual needs – as it is now. The proposals simply relate to how the total funding allocation is expressed for each EHC Plan. Therefore, where a child's individual needs are being optimally met by existing support mechanisms (including 1:1 support), their individual provision is unlikely to change upon moving to the new model. Likewise, in schools where a range of support is already in place, there may be very little or no difference to individual support when the new model is implemented (as found in the pilot). However, removing the use of hours (which incorrectly implies that support can only be delivered via 1:1 support from an individual) and introducing the new banding model supports the flexibility to try different types of provision where it may be beneficial for a child or young person and better meet their individual needs and outcomes.

The financial impact of the change in allocation model is intended to be neutral and sustainable overall.

Yours Sincerely,

Cheshire East SEND Service, Cheshire East Council
(on behalf of the High Needs Funding Working Group)

All other enquiries **0300 123 5500**

www.cheshireeast.gov.uk

Fundraising from Year 5

Next week the Y5 children from class 9 & 10 are going to start the first charity fundraiser for this school year. They will be raising money towards the £400 cost so The Quinta can be part of 'The Umbrella Project.' We have more children in school receiving an ADHD diagnosis and others on the pathway. There are no local charities that support ADHD but being part of the project it will raise awareness of the needs of ADHD children in the school. They are already off to a good start as a Y5 parent has already said they would give a donation towards the £400 needed for the project and we have a parent in school that works for Barclays and said they will fund match any funds raised by the Barclays Fund Matching Programme.

Thank you to the whole school for supporting all our charity events across the year.



Friends of Quinta - PTA



The Quinta Primary School lottery

The Quinta Primary School lottery has been set up specifically to raise money and make a difference for our children!

It's a fantastic way to bring Parents, Carers, Teachers and the wider community together, in partnership with our school, and at the same time give something back. We hope to raise funds that can support and enrich the education of our children - we aim to provide extra resources for the children, improve the school environment as well as run extra curricular activities such as music, art and sport.

Your support is greatly appreciated and we wish you good luck!

- Will Sharpe - Headteacher

<https://www.yourschoollottery.co.uk/lottery/school/the-quinta-primary-school>

EasyFundraising

EasyFundraising turn daily shopping into everyday magic!

Easyfundraising partners with over 7,000 brands who will donate part of what you spend to a cause of your choice, that being The Quinta Primary School if you sign up using the link below. It won't cost you any extra, the cost is covered by the brand.

<https://www.easyfundraising.org.uk/support-a-good-cause/step-1/?char=181267&invite=1wsoly&referral-campaign=c2s>

By simply signing up to the EasyFundraising website The Quinta Primary School will receive a £5 bonus - an easy way to support the school without too much hassle!

Safeguarding

- Mr Sharpe (headteacher) DSL - Designated Safeguard Lead
- Mrs Bernard (SENCO) Deputy DSL
- Ms Stones (assistant headteacher) Deputy DSL
- Mrs Wootton (Y4 class teacher) Deputy DSL
- Miss Stephanie Massey (Deputy DSL)

Sun safety tips:

- Spend time in the shade when the sun is strongest. In the UK, this is between 11am and 3pm from March to October.
- Never burn cover up with suitable clothing and sunglasses
- Take extra care with children use at least factor 30 sunscreen

Sunscreen and sun safety - NHS

Dates

[Click here for holiday dates](#)

- Friday 15th September all of year 6 will be going to CHS for the whole day. Register will be taken here at school then we will take the children across.
- Tempest Photography - Individual and Sibling Photos - 11th October 2023 - if you do not wish for your child to be photographed please let the school office know.
- Tempest Photography - Class Groups and Year 6 Leavers - 23rd May 2024

The Quinta Senior Leadership Team

Who to contact

Member of staff	Position	What areas can they support me with?	How to contact/where they can be found
Mr W Sharpe	Headteacher	Escalation of concerns. Any safeguarding concerns.	head@thequinta.cheshire.sch.uk
Mrs L Gratton	Assistant Headteacher	Issues or concerns relating to EYFS and KS1.	lgratton@thequinta.cheshire.sch.uk Teaching in reception.
Ms S Stones	Assistant Headteacher	Issues or concerns relating to KS2. Any safeguarding concerns.	sstones@thequinta.cheshire.sch.uk Teaching in Y6.

Mrs K Bernard	Assistant Headteacher	Issues pertaining to special educational needs. Any safeguarding concerns.	kbernard@thequinta.cheshire.sch.uk
Mrs S Hoyle	School Business Manager	Any issues pertaining to the school office, preschool booking.	sbm@thequinta.cheshire.sch.uk In the school office.