

# **The Quinta Primary School**

Everyday Excellence

- **Authentic Care**
- Independence



Autumn Term 1 Newsletter 5 13.10.23



A reminder this Sunday is a chance to come and meet us to look around school. Some of our prefects will be helping to show you around so spread the word and pop in for coffee.

The preschool and classrooms will be open for you to have a look at the kind of work that the children are doing in school.

Thank you for taking the time to come and meet the teacher or arrange a phone call to discuss how your child has settled into their new year. These parent teacher evenings are another significant part of building positive relationships between home and

The school dinners will be changing next half term. The red meal will be the most popular meals based on our children's requests and the alternatives will remain as jacket potato, sandwich or pasta so there really is something for everyone. Look out for this.

Finally, a huge thank you to the volunteers who are collectively known as The Friends of Quinta. Tonight's disco was another massive success which simply wouldn't be possible without the efforts of those dedicated souls working tirelessly behind the scenes. Thank you.

# THE QUINTA PRIMARY SCHOOL

# OPEN DAY

SUNDAY **15TH OCTOBER 2023** 

school.





#### 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



то воок Call on 01260 221640 Email admin@thequinta.cheshire.sch.uk



## **Key Information**

#### Flu Immunisation in School

We have had a few queries regarding who will be receiving the Flu Immunisation. This will be offered to all children within the school (Pre-school to Year 6). If you have not filled out the E-consent form which was emailed to you last week it is assumed that you do not wish for your child to receive the immunisation.

Kind regards,

The School Office

Letter from the Immunisations Team below regarding Econsent...

## The Quinta Primary School session date is Tuesday 17th October 2023

The children's nasal spray flu vaccine is safe and effective. It's offered every year to children to help protect them against flu.

Flu can be an unpleasant illness and can cause serious complications. Children can catch and spread flu easily. Vaccinating your child also protects vulnerable family members and friends.

The vaccination is free and is a quick, simple, and painless spray up the nose. Even if your child had the vaccine last year, types of flu can vary, so it is recommended to have it annually to maximise protection. Since the flu vaccine programme was introduced, most children offered the vaccine in schools have received the flu nasal spray annually.

The School Aged Immunisations Team will only vaccinate children with a valid E-consent form.

For more information about the nasal spray flu vaccine please read the online leaflet: Protecting your child against flu. This leaflet includes information about the small number of children for whom the nasal spray vaccine is not appropriate for. Further information can also be found on the NHS website.

If your child becomes wheezy, has a bad attack of asthma, or has started oral steroids for their asthma after you complete the E-consent form, please contact the team on: <a href="mailto:wcnt.immunisation@nhs.net">wcnt.immunisation@nhs.net</a>

Yours sincerely, Cheshire East School Age Immunisation Team



## Apply for a school place for September 2024

Applications can now be made for children due to start school in September 2024. Children born between 1<sup>st</sup> September 2019 and 31<sup>st</sup> August 2020, will be due to start primary school in September 2024. Parents are strongly advised to apply for three preferences using the following website

www.cheshireeast.gov.uk/schooladmissions

For children starting Secondary School	
101 Official Starting Goodinaary Gonoon	



To parents of pupils in Year 6

Cheshire East Borough Council Children and Families Service School Admissions, Floor 5 c/o Delamere House Delamere Street Crewe CW1 2LL

Tel: 0300 123 5012 - select option 1 e-mail:admissions@cheshireeast.gov.uk

Date: September 2023 Our Ref: 2024/Sept Letter/SEC

Dear Parent

#### PUPILS STARTING SECONDARY SCHOOL - SEPTEMBER 2024

According to our records, your child is due to start secondary school in September 2024. I am writing to inform you that the application process opened on 1 September. To apply, you need to complete your 'home' local authority's application form (i.e., the authority where you live), even if you plan to apply for a place in a school in another local authority. It is very important to remember to submit your application by the closing date of 31 October 2023.

Please Note: If your child has an Education, Health and Care Plan (EHCP) you should have received a separate letter from the SEND Team explaining the secondary transfer process. Therefore, please disregard this letter. If you have any queries, please contact the SEND team by email to senteameast@cheshireeast.gov.uk.

Most Cheshire East residents choose to **apply online at** Parent Portal: Home (cheshireeast.gov.uk). Applying online is quick and easy. Feedback has shown that one of the main advantages is that you can view your offer online on the published offer date of 1 March 2023, rather than waiting for a letter to be received in the post. We would suggest that you follow @CE\_Admissions or @FISCheshireEast on Twitter and / or Family Information Service (Cheshire East Council) on Facebook for information and reminders.

We would strongly advise you to apply for 3 schools. These should be ranked on your application form in order of preference. Most Cheshire East parents do receive their first preference school but if we are unable to offer your first preference school then we will seek to offer your second or third preference. All preferences are treated equally, and no priority is given to applications simply because only one preference is given. If you are applying for a place at a faith school, you may need to complete a supplementary information form (SIF). Please check the school website for information about this or contact the school.

All other enquiries 0300 123 5500

www.cheshireeast.gov.uk

If an application is received **after the closing date of 31 October 2023**, it will be considered late and processed after all on-time applications and can therefore be disadvantaged. Only in exceptional circumstances can we consider late applications alongside those received on-time. You must therefore provide reasons for consideration at the time of the application.

If there are any changes in circumstances that may affect your application, for example, a change of address please contact the admissions team as soon as possible.

Full details about the application process and information booklets are published online at <a href="Application process for starting school in September (cheshireeast.gov.uk">Application process for starting school in September (cheshireeast.gov.uk</a>). Parents are asked to think about how their child will travel to school when making their preferences. Cheshire East is committed to working with schools to encourage pupils to walk, cycle, use public transport or car share where possible. For information about the Council's school transport policy and eligibility for families on low incomes, please visit our website at School transport (cheshireeast.gov.uk">School transport (cheshireeast.gov.uk</a>).

If you do not have access to the Internet or have an enquiry about the application process or school transport, please contact us on 0300 123 5012. The Family Information Service offer support with applications.

Yours faithfully

School Admissions

#### Remembering your child's belongings in a morning

Please can we ask that all children are delivered to school with all the items that they require. We have had a number of instances where parents and carers have been delivering items throughout the morning placing extra workload on The School Office and interrupting the children's classes.

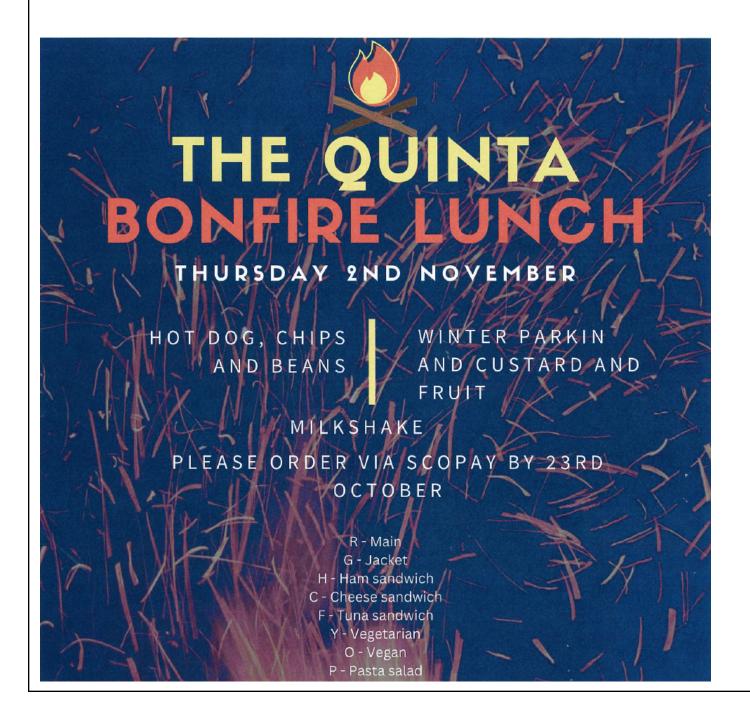


#### Join us for our Themed Lunch

Tuck in to our tasty Halloween lunch on Tuesday 31st October for some spooktacular scrummy treats. Booking can be made via Scopay prior to Monday 23rd October.

#### Join us for our Bonfire Themed Lunch

Join us on Thursday 2nd November for our Bonfire Lunch. We have a number of November delights for your children to enjoy. Please order via Scopay by Monday 23rd October.



#### 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.

Coats Your child will be outside if it's raining. If they do not bring a coat to school they will be wet. Children will have the option to stay under the lodge, shelter under the key stage 1 classrooms or under the hall canopy. Children will only be inside if the temperature is unbearably cold.

#### **Healthy School Snacks**

Snacks play a major part in children's diets. Here are ideas for healthy snacks for children in the classroom and afterschool programs:

Fruits and vegetables

Dried Fruit – raisins, dried apricots, dried mango.

Healthy Grains - bread, crackers, cereal bars

Dairy – yogurt, cheese

Children will be told to put unhealthy snacks back in their lunchboxes if they are seen eating them at playtime. **Bread, fruit, vegetables and dairy are permitted**. Crisps, chocolate, sweets and \*cakes are not permitted. The school occasionally allows unhealthy treats such as cake as part of fundraising or celebration days. You will be notified of these days.

#### **Drinks in school**

Please can you ensure your child has water in their bottle. There are occasions where some children will only drink water with cordial and if this is the case then exceptions can be made. However, if your child brings energy drinks, carbonated drinks or other branded bottles, they will be given them back at the end of the day to take home. Children have access to water to fill up during the day.

#### School Uniform

Here at The Quinta we pride ourselves on how smart all our students present themselves everyday. As we approach half term we would like to politely remind parents to ensure the correct school uniform is used - no trainers with uniform, remember ties and correct PE kit.

Our school uniform can be purchased from DP Sportswear, please see contact details below. All items of uniform can be purchased from DP Sportswear not just our logoed uniform.

Address: 50 Bromley Road, Congleton, Cheshire CW12 1PT

Telephone: 01260 274400 Email: sales@dpsportswear.co.uk

#### A Prompt Start to the School Day

In the mornings, as we support children with settling into their new classes and developing their independence, we encourage the children to have their belongings ready and with them so that they walk into the classroom promptly. If you need to speak to the teacher, please ensure that your child is in class already and if you have forgotten to give your child something, please bring it round to the office.

#### **Club Attendance**

If your child cannot attend a club then please can we ask that you send a note into school to give to the teacher who runs the club so that registers can be updated. If there are two sessions in a row where children do not attend clubs, they will risk losing their place in this and any other clubs.



#### Consent Form - Participating in activities 2023-2024 and ongoing

We require a parent/carer/guardian consent form for 2023-2024 and ongoing. Please read the following agreement and give your consent to your child participating in the listed activities. If at any time you wish to withdraw your consent please inform the school in writing.

Please click here to access the consent form for activities.



#### Consent Form - Photographic and Video 2023-2024 and ongoing

We require a parent/carer/guardian consent form for 2023-2024 and ongoing. Please read the following agreement and give your consent to your child being photographed or videoed. If at any time you wish to withdraw your consent please inform the school in writing.

Please <u>click here</u> to access the consent form for photographs and video.

#### **School Communications and Applications**

#### Seesaw

Seesaw is the application that we use within school to document your child's learning journey. If you require further information regarding this please see below.

#### Seesaw app information

Welcome to Seesaw handout

It might help you to print out the QR code and keep this as once you log out of your child's account you will need the code to log back in again. If you are having difficulties please see your child's class teacher.

#### **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

#### SEND

#### Visyon's Families and Communities Team (Autumn Term)

## Visyon's

## Families and Communities Team (Autumn Term)



We offer a wide selection of parent carer workshops to local families (with children aged 8+), which are detailed below. We schedule several workshops each month, which we advertise with the help of the local schools and via social media. Should you require any further information, please contact Visyon's Families and Communities Team.

(FamiliesandCommunitiesTeam@Visyon.org.uk)

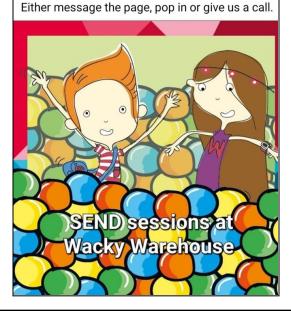
These workshops are FREE OF CHARGE and open to all families in Cheshire East.

For more information on the parent/carer workshops please <u>click here</u>

#### **Bonfire Night at the Wacky Warehouse**

The Wacky Warehouse at the Heath Farm is holding a special event for children with additional needs and SEND who struggle with loud noises. They are welcomed to play for free on Bonfire night!

Heath Farm Wacky Warehouse Congleton Further more on BONFIRE NIGHT this year we will be opening the wacky for all children with additional needs/SEN who struggle with loud noises and fireworks. This will be FREE entry for those that come...booking will be required for numbers. From 4pm onwards.



#### SEND Support and Paperwork

Last week information was shared about the changes to high needs funding. Cheshire East's expectations around hours and paperwork at school level has also changed.

The school SEND stages are

<u>First Concerns:</u> These are written by class teachers. This is any child needing additional support or interventions from the class teacher or TA for 6 hours or more a week. The child can stay on this stage until their needs change where they can be removed or moved up.

<u>School Support Plan:</u> These are written by key adults and class TAs. This is for any child receiving over 12 hours additional support or intervention from the class teacher or TA but still requiring additional support. When a child gets to 20 hours or more additional support the school can apply for a Needs Assessment.

Now staff have spent three weeks with the children SEND paperwork will be started next week.



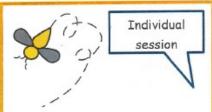
An ELSA is a specialist teaching assistant with a wealth of experience of working with children. ELSAs are trained and regularly supervised by the Educational Psychologists in your Local education authority. An ELSA is a warm and caring person who wants to help your child feel happy in school and to reach their potential educationally. Their aim is to remove the barriers to learning and to have happy children in school and at home.

Please do talk to the ELSA in your school if you have any problems with your child.









The ELSA will plan their sessions for your child very carefully. The session consists of several parts.

This is an opportunity to talk about feelings,

#### Main activity

The ELSA will plan the activity to a learning objective. Something your child will be able to do at the end of the session that they cannot do now. This is usually a 'I can' statement such as 'I can tell you about my strengths' (A self-esteem objective). The ELSA will encourage your child to tell you about their talents or personal characteristics such as "kind", 'caring', 'helpful' or 'brave'. The child will then make something to reinforce those strengths.

#### Relaxation

Your child will be tought a relaxation exercise to help get them ready to go back to class

Your child will now be able to answer the question T can tell you about my strengths'



#### Group session

The ELSA will plan their sessions for your child very carefully. The session consists of several parts, the first two parts consists of a circle-time where children sit in a circle and take turns to speak.

#### Emotional check in

This is an opportunity to talk about feelings,

#### Warm up activity

A fun game or activity to help relax your child.

#### Main activity

This is similar to the individual session but your child will be encouraged to work with other children. This helps with co-operation, social skills, friendship and gives a sense of belonging. A learning objective will be set for the group of children which they will all be able to answer at the end of the session.

#### Relaxation

Your shild will be tought a relexation exercise to help get them ready to go back to class



#### Typical problems



A very angry child

The ELSA will take the child through an anger management intervention to help them recognise their anger triggers, techniques to avoid those triggers and calming down techniques.

# A loved pet has died

ELSAs are trained in bereavement and understand that the loss of a pet is probably the first experience of death for your child. They will work with your child to help them feel supported in school.



#### **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 S 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

# What Parents & Carers Need to Know about

A multiplayer 'social deduction' game set in outer space, Among Us enjoyed a surge in popularity in 2020, and has since maintained a dedicated fan-base (globally, around 60 million regular players each month) thanks to its unique nature, simple premise and ease of access across numerous platforms. The game's on-screen action revolves around danger, disguise and deception – and there are certain parallels to be drawn with me of the real-life risks that parents and carers of young Among Us players need to be aware of.



# WHAT ARE THE RISKS?

#### VIRTUAL VIOLENCE



# Advice for Parents & Carers

#### CONSIDER SOFTER ALTERNATIVES

### CHAT ABOUT CHATTING

#### DISCUSS DISCORD

#### AMONG US, AMONG FRIENDS

#### Meet Our Expert





**National** Safety #WakeUpWednesday







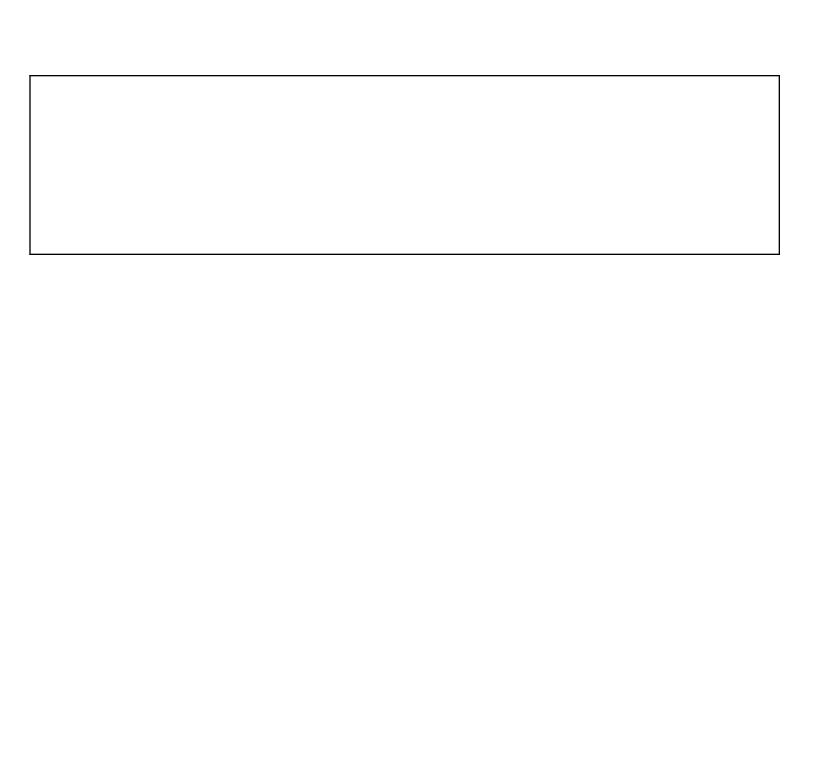


## **Exciting Opportunities**



## Fancied playing an instrument?

Children are invited to Class 10 on Wednesday 8th November at 15:20 to give some instruments a whirl.



# Rambert GIFACES



# 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? - 31st October 2023 - 5th December, 15:20-16:15 every TUESDAY. WHO? The club is open to Years 1, 2 & 3.

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!

Each child will have the opportunity to work towards taking a Rambert Grades Creative Movers 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 (The next set of exams will be Jan-Feb 2024, following this next 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 sophiemoores37@gmail.com.



# **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? 1st November – 6th December 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.



## **Friends of Quinta - PTA**



#### **Your PTA Needs You**

Friends of Quinta are looking for support to help with their amazing fundraising events.

We hold termly discos, an annual Summer Fair along with a Christmas Winter Wonderland. In addition to these, we would like to hold some further events such as quiz nights, wreath making and a delicious cake night.

To be able to run all of these brilliant events and to raise funds for the school, we need some more help and support from parents; it should only take a few hours of volunteer time and the more support we have, the more we can do. Initially we would like a couple of parents from each class if possible. The main aim for these individuals will be to raise awareness of the events within their year groups and consequently across the school.

If you would be interested in being a class rep please let your child's class teacher know and we welcome you aboard the Friends of Quita PTA team. For further information please contact sbm@thequitna.cheshire.sch.uk

#### 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.vourschoollotterv.co.uk/lotterv/school/the-guinta-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!

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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

#### **Sporting dates for your Diaries**

#### **Bee Active**

- Monday 16th October KS1 Team Building
- Monday 4th December KS2 Sports Explorers
- Monday 5th February KS1 Gymnastics
- Monday 11th March KS2 Inclusive sports and wheelchair basketball
- Monday 15th April KS1 Olympics
- Monday 20th May KS2 Combat Dodgeball

#### Skip-hop( last time as Lee is retiring)

Tuesday 30th April and Wednesday 1st May

#### Watersports

- Year 3 Thursday June 20th
- Year 4 Wednesday 10th July
- Year 5 Wednesday 19th June
- Year 6 Wednesday 22nd May

#### Swimming pool in use 9th-18th July



#### **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

The Quinta Senior Leadership Team Who to contact			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.	Igratton@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.