



(Article 4)



The government has a responsibility to make sure your rights are protected. They must help your family to protect your rights and create an environment where you can grow and reach your potential.

## Friday Letter



28<sup>th</sup> November 2025

[www.billquayprimary.org](http://www.billquayprimary.org)



### Dates for the diary:

Friday 19<sup>th</sup> December - Break up for Christmas

Monday 5<sup>th</sup> January - Return to school

Thursday 4<sup>th</sup> December - Christmas Fayre

### School Lottery

To purchase tickets please follow the link below;

<https://www.yourschoollottery.co.uk/>

All money raised from tickets purchased will help to fundraise for our school. Tickets are £1 per ticket, per week and the more tickets purchased, the higher the weekly prize is. There is a winner from our school every week!

### Christmas Fayre - Thursday 4<sup>th</sup> November

A reminder that our Christmas fayre will take place on the afternoon of Thursday 4<sup>th</sup> November. Parents/carers who are attending should arrive at 1.30pm for children in Nursery and KS1 and 2.15pm for children in KS2. If you have children in both key stages, you can arrive for 1.30pm. Could we please ask that buggies and prams are left outside of the main reception as unfortunately we do not have the capacity for these in the school hall.

### Fayre - Cake Donations

We are once again looking for donations of cakes for our refreshments stall at the Christmas fayre. If you wish to donate, please hand cakes into the school office on the morning of the fayre.

### Nursery Parent Meetings

Mrs Bone will hold pupil progress meetings on Monday 8<sup>th</sup> and Tuesday 9<sup>th</sup> December. Meetings will last around 10 minutes and can be held face to face or by telephone. If you wish for your meeting to be by telephone, please let us know in the comment section when booking. They are now available to be booked using the link below;

<https://billquayprimary.schoolcloud.co.uk/>

### NUFC After School Club

Due to various Christmas events in school, NUFC after school club is now finished until we return to school in January.

### Christmas Lunch

Christmas lunch will be served on Thursday 11<sup>th</sup> December. There will be no jacket potato or sandwich option on this day.

### Christmas Jumper Day

Children are invited to come to school wearing their Christmas jumpers on Thursday 11<sup>th</sup> December.

### Christmas Cards - Late Orders

For anybody who would still like to purchase Christmas designs, we have been notified that the shop will re-open from Friday 21<sup>st</sup> November until noon on Monday 1<sup>st</sup> December. Unfortunately, after this date you will no longer be able to purchase any items.

## Nursery - Animal Workshop

Children in Nursery will take part in an animal handling workshop on Wednesday 10th December. The session will last around an hour and children who do not usually attend Nursery on a Wednesday morning are welcome to come along and take part from 10am to 11am. The workshop is £5.00 per child which will be paid by school funds however, we would be most grateful if parents would be willing to pay a voluntary contribution to help towards the cost of this. If you wish to make a contribution, this can be done using the SchoolGateway app. Any children who do not attend a Wednesday morning session but would like to come along and take part, please contact the school office to add your child's name to the list.

## Reception Nativity - Tuesday 16<sup>th</sup> December

Children in reception class will be performing 'The Bossy King' on Tuesday 16th December at 9.30am with tea and coffee being available from 9.00am. Tickets for this performance cost £2.50 and can be purchased using our SchoolGateway app. Each ticket purchase includes a tea or coffee. For health and safety reasons, we unfortunately have to limit numbers in our school hall; therefore, children can purchase up to two tickets each initially. Tickets should be purchased no later than Friday 12th December to allow us to offer any spare tickets to other families.

## Bottle Bags

In preparation for our Christmas fayre, if anybody has any spare bottle bags that they no longer require, please hand them into the school office.

## Coffee and Carols

Parents and carers are invited to school for coffee and carols as follows:

Year 1 and Year 2	Thursday 18 <sup>th</sup> December 2025	9.30am start, with tea and coffee being served from 9.00am
Year 3 and Year 4	Friday 12 <sup>th</sup> December 2025	9.30am start, with tea and coffee being served from 9.00am
Year 5 and Year 6	Wednesday 17 <sup>th</sup> December 2025	9.30am start, with tea and coffee being served from 9.00am

## Year 5 - Centre for Life

Children in year 5 will be visiting Centre for Life on Friday 5<sup>th</sup> December to take part in a 'destination space' workshop followed by ice skating. Please ensure your child comes to school wearing their PE kit with a warm coat, spare trousers and socks. **Gloves are compulsory for ice skating.** We would also advise that your child brings a hat to keep warm. The cost of this trip is £16.00 per child and can be paid using the SchoolGateway app. A link to the consent form has been sent to you via email.

## Year 1 - Northern Stage

Year 1 will be visiting Northern Stage in Newcastle on Wednesday 10th December to watch 'The Night Before ChrisMouse'. The cost of this trip is £11.00 per child which can be paid using the SchoolGateway app. Children can bring a small packet of sweets to eat during the performance. A link to the consent form has been sent to you via email.

## Reception - Wharton Park

Reception class will be visiting Wharton Park on the morning of Friday 5th December to take part in a Christmas workshop followed by a Santa trail. Children should come to school wearing their PE kits with a warm waterproof coat. They will also require a pair of wellies. If your child does not have wellies in school already, please ensure they bring them with them on the day. All children will need a packed lunch to eat when they return to school. The cost of this trip is £12.00 which can be paid using the SchoolGateway app. A link to the consent form has been sent to you via email.

## Choir Singing in the Community Trip

Children in the school choir will be singing at McErlane Square on Monday 15th December. A link to the consent form has been sent to you via email. Unfortunately, parents/carers are unable to attend this event.

## Elf Day - Donations

In readiness for Elf Day on Tuesday 16<sup>th</sup> December, we are looking for donations of spare wrapping paper and cardboard boxes. If anybody has any that they no longer need, please hand it into the school office.

## Raffle Prizes

As you are aware, our Christmas fayre will be held on Thursday 4<sup>th</sup> December. We would be most grateful if any local businesses or individuals would be willing to donate a prize to our raffle. If you can help, please contact the school office.

## Christmas Fayre Help

In readiness for our Christmas fayre on the afternoon of Thursday 4<sup>th</sup> December, we are wondering if any parents/carers would be willing to help out on a stall. If you are able to help, please contact the school office. This will allow us to plan accordingly.

## Raffle Tickets

Our Christmas raffle tickets are now on sale at £1.00 per strip and can be purchased using the SchoolGateway App. If you wish to purchase any tickets, please do so by Friday 28<sup>th</sup> November.

## Christmas Parties

Children may go home for lunch on their party day to get changed if they wish. Please notify the class teacher by class dojo if they are being collected at 12.00pm so that we can ensure they are ready to collect from the school office. Children should return for 1.30pm. Children who are not going home for lunch, may come to school in their party outfit. All parties will be finished by 3.30pm.

In order to cater for our children at the Christmas parties, we would be grateful if each child could bring in a small amount of the following on the morning of the party:

Reception (Friday 12 <sup>th</sup> December)	Children to bring their own plate of food clearly labelled with name
Year 1 (Monday 15 <sup>th</sup> December)	Savoury
Year 2 (Monday 15 <sup>th</sup> December)	Sweet
Year 3 (Tuesday 16 <sup>th</sup> December)	Savoury
Year 4 (Tuesday 16 <sup>th</sup> December)	Sweet
Year 5 (Thursday 18 <sup>th</sup> December)	Savoury
Year 6 (Thursday 18 <sup>th</sup> December)	Sweet

**\*Children who have dietary requirements should bring their own plate of food clearly labelled to prevent them having anything that may cause an allergic reaction.**



*Environmentally Friendly  
Reindeer Dust*

*Available now - £1.00 from the school office.*

### Who can contact SENDIASS

- You the parent/carer or young person over 16
- Schools
- Health Visitors
- Any other person working with you

Supporters can contact SENDIASS on your behalf but we would need your consent.

### How to get in touch

For further information about the service please contact:  
<https://www.barnardosendiass.org.uk/gateshead-sendiass/>  
Email: [DAISS@barnardos.org.uk](mailto:DAISS@barnardos.org.uk)

The SENDIASS Team  
Barnardo's Disability & Inclusion Support Service

Phone: 07881 834429

Or text for a call back  
SENDIASS Officers;

Linda Elliott— 07731089877  
(Monday-Wednesday)

Beverly Thornton – 07522215760  
(Thursday /Friday)

SENDIASS Co-ordinator -  
Sarah Duncan

Laura Kelley  
Children and Young People  
Worker



### Gateshead SENDIASS (Special Educational Needs and Disabilities, Information, Advice and Support Service)

For confidential and impartial information, advice and support.

<https://www.barnardosendiass.org.uk/gateshead-sendiass/>

Better health and wellbeing for all...

[www.barnardosendiass.org.uk](https://www.barnardosendiass.org.uk)



### WHAT WE DO -

The SENDIASS Service Provides Independent impartial advice to parents/carers with a child aged 0-25 years old with special educational need- (SEN). We provide advice to young people aged 16-25 years old about their SEN too. We also offer support with health and social care.

Gateshead's SENDIASS service is provided by Barnardo's Disability and Inclusion Support Service on behalf of Gateshead Council and Health (the ICB).

### INFORMATION, ADVICE AND SUPPORT

**Information** - You may find the answer to some of your questions through the information on our web pages. If you can't find the answers to your questions, you can get in touch by email or phone, or text, you choose what works for you.

**Advice** - We provide impartial advice and information to enable you to make your own choices.

**Support**—We can help you by listening to your views and concerns and working

with you to explore options. We can help you with preparation for meetings, with letters forms and reports and support you to have the confidence to express your views.

Our webpages include a variety of information to help you navigate through SEN processes or if face to face support is required our team has SENDIASS Officers and a children & Young people's worker & Independent Parental Supporters (trained volunteers who provide impartial support and advice.



**Education**—We can talk to you about any questions or concerns you may have in relation to your child's special educational needs, including choice of education setting. We can discuss with you how to raise your concerns and help you to find positive ways to communicate with school and the local authority.



**Rights**—We provide information and can help you

To understand what the law says and what your rights are, enabling you to make informed choices.



**SEN Support Plan**

And

**Educational Health and Care Plan (EHCP)**

We have information on our website about SEN support plans EHCPs, how to request, what happens next. We can support you to get your views across and fully participate in the process including at Annual Review and with disagreements.

# How to report to Northumbria Police

## Ongoing incident or crime

Such as a fight outside of school/intruders in school or risk to students/staff:



In an emergency  
**Call 999**  
or **call 101**  
for non-emergencies

## Other information

Such as concerns for welfare of students - neglect, parental drug use, care issues etc



**Safer referral**

## Radicalisation/Extremism concerns



**Prevent referral**

## Incident/ Crime already happened

e.g. child found in possession of a knife on school grounds, hate crime, theft, robbery



**Report on Northumbria Police website forms**



**Live chat**



**Northumbria Police social media**



**Call 101**

## Information on something you've seen or heard

Such as student regularly in possession of weapons or drugs:



**Report on Northumbria Police website forms**



**Live chat**



**Northumbria Police social media**



**Partnership Intelligence Report**



**Consider a safer referral if it also relates to a welfare concern for a child**

## Concerns or questions not covered above or unsure which reporting route?



**Contact Northumbria Police social media**



**NORTHUMBRIA POLICE**