



Bussage C. of E. (Aided) Primary School  
The Ridgeway, Bussage, Stroud, Glos.  
GL6 8FW

Co-head Teachers: Mr. Andrew Ferguson,  
Mrs Zoe White  
Tel: 01453 883205  
email: [admin@bussage.gloucs.sch.uk](mailto:admin@bussage.gloucs.sch.uk)



Friday 6th January 2023

Dear Parents and Carers,

Welcome back, we hope you all had a lovely time with your families during the Christmas period, it is always lovely to see the children return full of stories of their adventures during the holidays.

Our Christian Value for this term is COURAGE and the children will be focusing on this through our collective worship and across the curriculum. A parent's information leaflet on this term's value is available on our school website in the Values section.

**Administrative Assistant vacancy:**

Please see below the advert recently posted on the GCC website for the 2 day a week administrative post we currently have in our school office.

Job Title: Administration Assistant  
Grade: Grade 3 (pts 4-6)  
Allowances: (Not applicable)  
Suitable for NQTs: Yes  
Attendance: Term Time only  
Start Date: ASAP  
Full Time/Part Time: Part Time  
Hours Per Week: 14  
Contract: Permanent

The Governing Body are looking to appoint an Administrator to join our friendly hard working team to work in our busy school office. The position is permanent for 14 hours per week (over 2 days). Ideally we would like the successful candidate to start as soon as possible.

If you are someone with excellent interpersonal skills, excellent organisational skills, adaptable with a warm personality, we are the right school for you.

Some of the key responsibilities of this role will include:

- Front of house service
- Attendance
- Meet and Greet for all visitors
- Responding to various requests and enquires via telephones, emails, in person and website
- Managing records through SIMS
- Parentpay administration
- Safeguarding checks
- First Aid
- General office duties

Application Details:

Application forms together with job specification and job description are available from the school. Please email [admin@bussage.gloucs.sch.uk](mailto:admin@bussage.gloucs.sch.uk)



This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.

Closing Date: 13/01/2023  
Interview Date: TBA

**Polite reminders:**

Please park sensitively, ensuring that our local residents do not have their driveways blocked.

Please **do** use the turning circle as a drop off at school, but do not park there or in the access road to the staff car park. The road and the car park are for staff use only.

It remains very cold outside, it is essential that your child brings a warm coat to school with them every day – the weather forecast is changeable and we often get unexpected weather.

Children should have wellies in school at all times so that they can access the school field.

Please ensure that all personal belongings are labelled clearly with your child's name, a lot of time is spent looking for owners for items that are lost due to having no label on them.

**PTA:**

The PTA are excited about a new event we are organising this year - The National Festival Circus are bringing their big top to the school field and putting on a fantastic show for us to enjoy! There are shows at 1pm, 2.30pm and 4pm on Sunday 7<sup>th</sup> May. Tickets are great value at £5/child and £6/adult and are available now via sum up <https://bussage-primary-school-pta.sumup.link/> After half term this event will be advertised to the wider community, so make sure you don't miss out and get yours before then!

We are still looking for someone to take over as Chairperson (to be appointed at February AGM). We are so lucky at Bussage to have such a large enthusiastic team of parent and teacher volunteers willing to put on fundraising events and help out in a variety of ways. If you are able to spare some of your time to co-ordinate this fantastic team, to help ensure the fundraising continues and our children continue to benefit from the extra resources and experiences the PTA provides please get in touch [bussageprimarypta@hotmail.com](mailto:bussageprimarypta@hotmail.com)

**Advice for parents and carers on common winter bugs and viruses:**

With lots of common winter bugs and viruses circulating at the moment, the NHS in Gloucestershire, including the Paediatric consultant team, has developed advice for parents and carers of children to help care for them at home or know when health advice may be needed.

There is understandable concern amongst the public following reports of children and young people with Strep A or Scarlet Fever going on to develop serious illness. However, health leaders are reassuring people that Scarlet Fever is usually a very mild illness that can be easily treated with antibiotics, and it is very rare for children to go on to develop the more serious illness known as invasive group A strep (iGAS).

Please do read and bookmark the advice and share with friends and family: <https://www.nhsglos.nhs.uk/news/scarlet-fever-advice-for-parents-and-carers/>

**Guidance from UKHSA on how schools and EY settings should respond to cases and outbreaks of Strep A (including Scarlet Fever and iGAS)**

Please find attached a proactive email from UKHSA which summarises the actions settings should take if they have a case(s) or outbreak of Strep A and includes letters that can be shared.

**Guidance from UKHSA on how schools and EY settings should respond to cases and outbreaks of winter bugs.**

Please find attached a proactive email from UKHSA which summarises the actions settings should take if they have a case(s) or outbreak of either respiratory infections (e.g. Covid-19, flu, RSV) or diarrhoea & vomiting (usually norovirus aka 'winter vomiting bug') and includes letters that can be shared.

### Helpful posters

- **Should I keep my child off school/nursery** poster is available for free [here](#)
- This [poster](#) includes a QR code to enable quick access to the full [http://Health%20protection%20in%20education%20and%20childcare%20settings%20-%20GOV.UK%20(www.gov.uk)]Health protection in education and childcare settings - GOV.UK (www.gov.uk) guidance
- Attached are two respiratory and hand hygiene posters.

### UKHSA contact details

UKHSA are currently experiencing a very high volume of calls and the information above may prevent needing to call. You do not need to update UKHSA about each new case. If you do need to contact them the number is 0300 303 8162. Select option 9 for the dedicated Strep A advice line.

### Dates for your diary:

- Young Voices concert Birmingham 26<sup>th</sup> January
- Safer Internet Day Tuesday 7<sup>th</sup> February
- Children's Mental Health Week 6<sup>th</sup> - 12<sup>th</sup> February
- World Book Day Thursday 2<sup>nd</sup> March
- Red Nose Day 17<sup>th</sup> March
- Parent Consultation Evenings Tuesday 28<sup>th</sup> and Wednesday 29<sup>th</sup> March
  
- Circus Sunday 7<sup>th</sup> May
- Sports Day Tuesday 4<sup>th</sup> July (Reserve Wed 5<sup>th</sup> July)

Have a lovely weekend.

Kind Regards,



Mr A Ferguson & Mrs Z White