



# BROWN CLEE C.E PRIMARY SCHOOL

Telephone 01746 712652

E-mail : [admin@browncllee.shropshire.sch.uk](mailto:admin@browncllee.shropshire.sch.uk)

<https://browncleeschool.org.uk/>

Headteacher: Mr. Danny Harley

Station Road  
Ditton Priors  
Bridgnorth  
Shropshire  
WV16 6SS

5<sup>th</sup> January 2026

Dear Parents/Carers,

## Welcome Back – Tuesday 6<sup>th</sup> January 2026

We hope everyone has had a great Christmas and New Year – and everyone is looking forward to another great term. We look forward to everyone returning on Tuesday 6<sup>th</sup> January. Here is some information that we thought would be useful ahead of the new term.

### **Wraparound Care: After-school Clubs and Careclub**

Careclub can be accessed before school (7:30am-08:45am) and after school (3:15pm-6:00pm). If you wish to book your child into Care Club, please email Mrs. Godfrey ([careclub@browncllee.shropshire.sch.uk](mailto:careclub@browncllee.shropshire.sch.uk)). You will then be asked to pay for this via [Parent Pay](#) – unless paying via the tax-free childcare payment system. The current cost is £1.50 for every 15 minutes. Please note you can book your child into Care Club up to a term in advance.

“Grab bags” ([prepared by the school kitchen](#)) can also be purchased for children attending care club via ParentPay – should you wish.

Last term, we did have a number of late cancellations and/or children arriving earlier or later than their booked time. In these cases, if possible, we would really appreciate an email/phone call to let us know this will be the case – as, at times, we have had staff in school with no-one present. Unfortunately, we will have to look at charging based on booked times in cases where this continues.

We have a range of after-school clubs available this upcoming term – including Book Club, Dodgeball, Create Club, Drawing and Rugby. Further information on next term’s clubs can be found on the school website (<https://browncleeschool.org.uk/after-school-clubs-spring-term-1-26-2/>). After-school clubs can be booked via ParentPay.

### **School Meals**

This term’s school menus remain unchanged ([see menus](#)) for the upcoming term – with special menus to be announced throughout the term. If you, or more importantly your child(ren), have any feedback on the meals or potential options for future changes, please let us know as we will be continuing to make tweaks to improve our meal service. Meals should be booked on [ParentPay](#). These can be booked up to 09:00am on the day of the meal.

As of last term, our school kitchen has its own Facebook page – which shows various updates on what happens behind the scenes: <https://www.facebook.com/BrownCleeKitchen/>.

### **School Website updates**

As always, key information and dates are regularly updated on the school website. To receive automated email updates from the school website, you can sign up here (<https://browncleeschool.org.uk/home/parents-area/updates/news-subscription/>).

Key updates are also shared via our school’s Facebook Page: <https://www.facebook.com/BrownCleeSchool/>.

Currently, there are no proposed events (other than sports competitions) in this first-half term; however, any changes in this will be shared on the website – as well as an update on events due after half term.

We are going to be exploring some new ways in which each class will potentially host parents (that wish to) during the school day in their class (or elsewhere in school) in the new year. Further information on how this will work will follow once this has been planned/decided.





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## **Management Information System Change**

As a school, we are planning on changing our Management Information System (MIS). This is the digital system that we use to store and manage information about pupils and staff (i.e. personal details, allergies, medical conditions, attendance, etc.).

Whilst this largely will go unnoticed by yourselves, there are few changes that will occur. Mainly, our new MIS (Arbor) has its own payment system – and this will, therefore, eventually replace ParentPay. Arbor's Parent App/Portal comes with a whole host of other additional features – which will hopefully allow more information about school/your child's education be readily available for yourselves.

Further information regarding this will be shared nearer the time. The complete turnover to using the new MIS will be at the end of term (i.e. after Easter).

## **Celebration Assembly**

Just a reminder that all parents, carers, grandparents etc. are invited to attend our weekly celebration assembly (Friday mornings at 08:55-09:30). Here, we give out any certificates for children who have demonstrated any of our school values during the week. We also have certificates for completed activities on TTRS, Numbots and Spelling Shed – as well as present our weekly trophy to the highest class on TTRS and Spelling Shed. We also share some of our favourite things from the week, share any other significant events (e.g. sports competitions) and draw our winning reading raffle tickets.

## **Parent/Carer Feedback Opportunity**

As a school, we try to operate as an open and approachable policy as possible – and hope all parents/carers know that we always appreciate questions, queries or concerns being asked.

However, we have not necessarily had much of a formalised opportunity for feedback from parents/carers. If you would like to provide feedback on a number of key aspects of school, please fill in the following online form:

<https://forms.office.com/e/3a99tRzRvV>.

As always, if you have any questions or queries, please contact your class teacher on their class email or the school office ([admin@browncllee.shropshire.sch.uk](mailto:admin@browncllee.shropshire.sch.uk)).

Yours faithfully,

**Danny Harley**  
Headteacher

