



Vernham Dean Gillum's Church of England Primary School

Vernham Dean | Andover | Hampshire | SP11 0JY

01264 737241 adminoffice@vernhamdeangillums.hants.sch.uk

Executive Headteacher: Mr Ian Hickman

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



[vernhamdeanprimaryschool](#)

2nd September 2026

Dear Families,

Welcome back to the new school year! I hope you all had a restful and enjoyable summer break, filled with fun, relaxation and quality time together. We are thrilled to welcome our returning students back to the classroom and extend a warm greeting to all the new families joining our community.

Collective Worship & Values This Term: My focus in Collective Worship this term will centre on the themes of **Belonging and Mattering** alongside **Creation and Harvest**. Throughout the half-term, we will explore our shared responsibility for the environment, celebrate diversity and Black History Month and highlight inclusion by exploring how every child is valued and seen within our school community.

As we kick off this term, we also want to ensure that communication between home and school remains clear, efficient and supportive. Below is a guide as to how we will keep in touch with you, and how you can best reach us.

School-to-Home Communication

- **Newsletters:** Our primary method for general updates. Sent bi-weekly via email link for information only.
- **Email (via Arbor):** Used for group, class or administrative updates requiring parent action. Non-urgent emails will only be sent during regular working hours (8:00am - 5:00pm).
- **Instagram:** Updated with any important messages.
- **In-App Messaging (Arbor):** Reserved for quick, urgent updates (e.g. last-minute club cancellations)
- **Telephone:** Used when a personal touch is needed such as student illness, welfare or behaviour concerns.
- **Tapestry:** Tapestry is used in Early Years to share and celebrate learning at school and at home.

Home-to-School Communication

- **Contacting Teachers:** To protect staff workload and ensure queries are managed efficiently, **please do not email teachers directly**. All educational or welfare queries must first go through the main office, which will direct your message to the appropriate member of staff (starting with the Class Teacher).
- **Emails:** Treated as non-urgent correspondence. Admin emails are usually acknowledged within 2 working days and answered fully within 5 working days. Office staff generally reply to general admin queries within 24 hours.
- **Urgent Queries and Absence:** Please telephone the school office directly for anything urgent or to report a student absence. **Do not use Arbor in-app messaging to report absences.**



- **Meetings:** Staff are not available for zero-notice meetings. Please contact the office to schedule a mutually convenient time to meet.

Office Contact Details

- **Telephone:** 01264 737241
- **Email:** adminoffice@vernhamdeangillums.hants.sch.uk

Thank you for your continued partnership and support in making our school a safe, structured and welcoming environment for everyone. Here's to a fantastic year ahead!

Warm regards,

A handwritten signature in black ink, appearing to read 'Ian Hickman', written in a cursive style.

Ian Hickman
Executive Headteacher