



ORCHARD PRIMARY SCHOOL

NEWSLETTER - SEPTEMBER 2018

Dear Parents,

Welcome back to all at Orchard Community Primary School. On behalf of all of the staff, I would like to extend a very warm welcome to our new children and their families, especially those who have joined us in the Foundation Stage. We hope that your children will be very happy with us. Pupils have made an excellent start to the new academic year, especially our youngest children, who have settled very well into their new classes.

Children are already immersed in their new topics and I have already seen lots of examples of some super learning. We have lots of exciting plans for the future and very much look forward to sharing the Orchard Primary School journey with you all, both through our termly newsletters, Class Dojo and updated website.

Our thoughts are also with last year's Year 6 children who have travelled on to High School to begin the next stage of their educational journey. I know that they will continue to give of their very best and feel sure that they will achieve much success.

Warmest regards

Fiona Shields & the Orchard Team

WE'RE HERE TO HELP...

Changing classes can sometimes be a difficult time for children and whilst most pupils love the new challenges that come with being in the next year group up, a few may find those challenges a little daunting.

Try to give your child time to settle... talk to them about strategies to deal with the things that are perhaps making them feel a little anxious. Our experience indicates that after a couple of weeks, pupils have got used to their new class routines, have lost their inhibitions and have developed greater confidence and resilience so that their time at school becomes a very happy and settled one.

If you have any questions or concerns however, our staff will be happy to talk with you. You are welcome to pass a quick message onto a member of staff as you drop off/collect at the side doors. If you would like to speak privately to a member of staff, please pop into school via the main front door.

If you have an issue that may take more time to resolve, we would ask that you ring the school office to make an appointment with either the class teacher, or myself, as staff, who have teaching commitments that must take priority need to be in class from 8.45 to settle pupils.

NEW SCHOOL SYSTEMS & PROCEDURES

As is often the case when a school has a change in leadership, new systems are introduced. Whilst some of these are outlined in this month's newsletter and the new school prospectus (soon to be available on the website), other exciting initiatives will be filtered in throughout the year. Of particular note, will be the exciting introduction of a 'Creative Curriculum' and Character Education!

A summary of the School Improvement Plan, specifically for parents, which outlines key areas of development, will be available to view on the website.

SCHOOL RE-VAMP

We are extremely pleased with the work that has been undertaken on our buildings during the summer break and are sure that the children will love the brightly painted and newly decorated rooms.

We have also had all of the older windows replaced with much more energy efficient fittings. The new windows look a lot more modern and will save us money – a win-win situation all round!

Particular thanks to our cleaning team who have battled their way through all of the refurbishments to get school clean and tidy ready for pupils to start the new academic year. It has not been an easy task by any means – well done and a massive thank you!

ATTENDANCE - EVERY SCHOOL DAY COUNTS

As you are aware, national guidelines make it clear that Headteachers are unable to grant leave of absence during term time, unless there are 'exceptional circumstances'. Examples of what might be considered 'exceptional circumstances', as agreed by the school Governors are:

Where it is company policy for an employee to take leave at a specified time in the year and there is no opportunity for a family holiday out of term time i.e. the employer restricts holidays to a certain time period. This must be supported by documentary evidence from the employer.

Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue. Evidence must be provided by qualified professionals.

Accredited Exam – ballet/music (extra-curricular).

Gifted & Talented opportunity.

Bereavement or a serious family crisis.

Wedding – close family relative (two days maximum).

Religious Day.

Other exceptional circumstances to be considered on an individual basis, which are "unusual" or "rare".

If a planned absence is unavoidable, parents must complete an Absence Request Form, available from the school office, which requires authorisation from the Headteacher.

For a child to reach their full educational achievement, a high level of school attendance is essential. Children with poor attendance are disadvantaged in many ways.

We will consistently work towards a goal of at least 100% attendance for all children. Of course, we understand that absence due to illness is sometimes unavoidable, but we expect all pupils to maintain an attendance rate of at least 96%. This means an average of less than 1 day off each month.

The Head teacher has a statutory responsibility to closely monitor school attendance. Parents of children whose attendance has dropped below 90% at the end of each term will receive a letter from the head teacher and persistent poor attendance or punctuality will be referred to the Local Authority. The government collects annual statistics on attendance from every school.

For further information please see the school's Attendance policy.

START & END OF THE SCHOOL DAY

Thank you to everyone this week for a smooth and punctual start to the school day. As you will be aware, lateness can cause severe disruption to the classroom routine, and can put children at a disadvantage as they find it hard to settle to work and can miss vital teacher input.

School officially opens at 08.45am, when staff come out onto the KS1 playground to collect their classes. To encourage pupils to develop independence and responsibility for their own belongings, we would politely ask that parents 'hang back' to allow the children to walk into school by themselves, and prevent obstruction to classes going into school.

A reminder that quick messages can be passed onto a member of staff at the designated school door before or after school. You can also pass on messages via Mrs Daft or Mrs Farrar in the office. If the issue might take some time to solve, or is strictly confidential, we would ask that you ring the school office to make an appointment.

Parents needing to speak to staff are asked to report to the main office via the front entrance and not to attempt to gain access to the school by entering through the side doors. This is due to robust safeguarding/security procedures.

At the end of the day, the Grange Road gates will be opened for a 3.15pm pick up for all children.

In the interests of safeguarding, please note that the school must be informed if a different adult is picking your child up from school at home time. If this does not happen your child will not be released until we have contacted you to clarify arrangements. Thank you.

Many thanks also for your understanding about the closure of the gate on Huntingdon Drive.

HOME-SCHOOL COMMUNICATION

Children in the EYFS and KS1 all have a brand new Home-School Diary/Reading Record, which needs to be with them in school on a daily basis and signed at the end of the week please.

These books are a brilliant addition to our school communication system, Class Dojo (or Tapestry for EYFS pupils), where staff share any important school updates, post photos of special classroom activities, and respond to messages sent to them by parents.

BEHAVIOUR

At Orchard Primary School we believe that all individuals within our school have a right to a safe, sociable and non-threatening environment in which to work and play.

We wish to promote and maintain a purposeful and orderly atmosphere around school which is conducive to effective teaching and learning so that all our pupils:

- Can learn without that learning being disrupted by others.
- Develop a positive attitude to learning and produce work of the highest possible standard.
- Work within a clear framework of rewards and sanctions and show through their actions that they know what constitutes acceptable and unacceptable behaviour.
- Take pride in themselves and their school.

In order to support high standards for outstanding behaviour, all pupils are expected to follow the Golden Rules (shown below):

1. We are polite, well-mannered and helpful – we don't offend others with our actions, bad language or swearing.
2. We are gentle – we don't hurt others and keep our hands and feet to ourselves.
3. We work hard – we don't waste our or others' time.
4. We listen – we don't interrupt, answer back or ignore instructions.
5. We are honest – we don't cover up the truth.
6. We look after property – we don't waste or damage things.

We very much appreciate your assistance in encouraging your child/children to show respect to the adults working in school and to support the school's approach to discipline and use of reasonable sanctions.

Parents will be contacted at an early opportunity if there are concerns about a child's behaviour so that we can work together to support pupils struggling to demonstrate acceptable behaviour and a positive attitude within school. It makes such a difference in securing high standards of pupil conduct and a sense of order in school.

We are currently updating the school's Behaviour Policy. Any suggestions are welcome and can be forwarded via email to the school office.

CHILD PROTECTION

At Orchard Primary School we try to keep in close contact with everyone by communicating regularly. As our important partners, we feel the need to share things with you which relate to your children.

However, should a situation arise whereby a child discloses information to us, or we suspect that the child may be subject to neglect, emotional, physical or sexual abuse, our duty lies with protecting the child. By law, we are instructed to inform Social Services about our concern, and to follow procedures set down by the Local Authority.

HOMEWORK

Taking pride in completing homework says a lot about a learner's attitude. We want all of our pupils to develop a studious approach to learning outside of school and it is therefore the school's expectation that tasks sent for home work will at least be attempted.

Pupils who do not complete homework on a regular basis (i.e. they do not hand in work for 2 weeks running or more) will be invited to KS2 Homework Club.

We recognise however, that all children need leisure time and hope that our policy reflects a balance so children can extend and consolidate their learning with parental support while still allowing 'down time.' See the school's new 'Home-School Partnership Booklet' for more information.

OPS RADIO

A reminder that all shows can be heard through My Live School (www.myliveschool.org) or from our website. You can follow the radio team on Twitter (@OPS Radio).

MOBILE PHONES

If parents feel that it is absolutely essential that their child brings a mobile phone into school then it must be handed into the office first thing in the morning and collected at home-time. School cannot be held responsible for the loss of mobile phones if brought into school and not handed in.

LOST PROPERTY

The clothes rail displaying items of lost property will now be stored in the disabled toilet rather than in the main foyer. Parents are welcome to look for any of their child's property after 'checking in' at the main office.

'NEW' HOUSE SYSTEM

As most of you are already aware, Orchard already has a House Team system. However, over the course of the year, there will be more opportunity for the four 'Houses' to work together to earn both House Points to win the weekly House Trophy, as well as to undertake special 'House' competitions, such as a Spellathon and Enterprise Scheme. Pupils have also chosen new permanent names (inspired by the Castle Donington race circuit) and colours for each House: Redgate, Wheatcroft, Coppice and McLeans.

Pupils will be voting shortly for their House Captain and Vice Captain.

PUPIL LEADERSHIP COUNCILS

We are exceptionally keen to develop young leaders in our school.

The School Council elections will be underway very shortly. Again, children will be voting for a President and Vice President, as well as their class representatives on the School Council, as we prepare to undertake a number of busy projects over the course of this next year.

During the year, pupils will also have the opportunity to volunteer or be selected for the following Pupil Leadership Councils:

Playground Pals
Sports Ambassadors and Coaches
ABA (Anti-Bullying Ambassadors)
Library Team
Digital Leaders
SPACE (Super Positive Awesome Character Educators)
House Captains

ACHIEVEMENT ASSEMBLY

Has your child received an award for music, sport, dance, horse riding etc. outside of school that they would like to share? Then please encourage them to bring their certificates, trophies or medals to Friday's awards assembly so that we can celebrate their achievement. We'll also add them to our special 'Proud Cloud' board.

Y6 SATS 2019

KS2 SATS will take place week beginning 13th May 2019. We would request full attendance; no holidays will be authorised during this time.

SCHOOL UNIFORM & JEWELLERY

Pupils have returned to school looking exceptionally smart in their uniforms.

Thank you for your anticipated support in upholding our uniform policy throughout the year. Our thinking is, if we look smart, we think smart!

It is the expectation therefore that class teachers will ensure that children are wearing appropriate uniform, and PE Kit at all times. Pupils who arrive at school in trainers, for example, or wearing a sports hoodie rather than a blue jumper/cardigan, will be asked to change into black plimsolls or remove the none-regulation item.

We would also like to remind parents that PE kit consists of a white t-shirt and blue or black shorts/skort.

If your child has pierced ears, we would request that only small stud type earrings are worn to school.

If your child has newly pierced ears, so that they do not miss out on 2 hours of essential exercise per week, we will allow earrings to be covered with micro pore tape, provided by the parent, as long as parents have completed a disclaimer form, available from the school office. Due to strict swimming pool policy, earrings must be removed for swimming lessons.

Other forms of jewellery should not be worn or brought to school. A watch may be worn but the school will not be responsible for its loss. Make-up is not permitted.

Any concerns about lack of PE kit, or about pupils who regularly break uniform policy, will be raised with the child's parents, especially in the case of incorrect footwear - it has been known for pupils to change their shoes for trainers on the way to school without parents knowing!

Can you please check that your child's uniform, PE kit and coat are labelled with their name so any lost clothes can be returned quickly.

LUNCHES

The school continues to provide a healthy and varied lunch menu, catering for the requirements and tastes of all children. Please remember that all Key Stage 1 children are eligible for a 'universal' free school meal. If your child is in Year 3, 4, 5 or 6 and is taking a school meal, lunch money must be paid in advance, via our 'School Money' system.

If, for any reason you are experiencing difficulties in paying for school dinners online, please speak to Mrs Daft or Mrs Farrar in the office.

CODE OF CONDUCT FOR PARENTS & VISITORS

The staff and governing body of Orchard Primary School encourages close links with parents and the community. It believes that pupils benefit when the relationship between home and school is a positive one.

The vast majority of parents, carers and others visiting our school are keen to work with us and are supportive of the school, even when we make the occasional 'human error'!

However, there may be rare instances when a negative attitude towards the school is expressed, which could result in aggression, verbal or even physical abuse towards members of school staff. This is extremely distressing and causes great anguish for the personnel involved.

We would therefore respectfully ask parents and visitors to conduct themselves in an equitable way towards members of school staff, who work tirelessly and selflessly to do their very best for your children.

Types of behaviour that are unacceptable include:

Speaking aggressively or shouting at members of the school staff, either in person or over the telephone

Physically intimidating a member of staff

Threats of physical violence

Swearing/abusive language

Aggressive physical contact e.g. pushing, hitting, slapping

Spitting

Breaching the school's social media policy

Breaching the school's security procedures

Unacceptable behaviour may result in the local authority and the police being informed.

FACEBOOK

At the very start of the year, please may I remind all of our families to observe respect for other children and their families whilst participating in social media.

Unfortunately, there are comments made and images shared in the public domain, from time to time, that can bring a school and families into disrepute.

I would kindly ask that should you have a situation that you feel needs additional 'action' from the school, that you discuss this with us, in person, rather than present a viewpoint on social media that may well not be reflective of the full facts.

Many thanks in anticipation of your understanding with this request.

PARENT VOLUNTEERS

We are always very keen to encourage parents to help with activities in school. If you are able to hear individual readers, would like to run a club at lunchtime or after school, or could spend half an hour each week to tidy the library or garden areas, please contact your child's class teacher or Mrs Shields. We really do appreciate any time you can spare.

PARENTS' ASSOCIATION (PA)

Orchard Primary School is fortunate in having a supportive Parent Group that is very much an integral part of the school community. It organises a variety of social, educational and fund-raising events throughout the year, for both children and parents, and generates income which is spent on the provision of facilities, equipment and special activities to benefit the pupils of the school.

Even if you are unable to commit yourselves regularly, a one off offer of help at an event, or a cake donation, is always appreciated.

All parents are welcome to join the PA. Details about their first meeting will be sent out shortly.

HEALTHY EATING

To further promote the healthy eating message, I would kindly request that pupils in KS2 only bring in fruit or vegetables to eat at break-times. Sugary snacks, chocolate, crisps and other packeted items such as breakfast bars are not allowed at break-times.

Pupils in Classes 1 and 2 receive free fruit at break-times as part of a national scheme.

PARKING ON THE SCHOOL SITE

Our site has one vehicle access route and provides parking for a limited number of staff vehicles, and includes two disabled bays. For the continued safety of our children, there will be no vehicular access to the school site between the hours of 7.30am to 6.15pm for none-disabled car users. Parents dropping pupils off, or collecting from before/after-school club, or after-school events are asked to park on the road. Thank you.

WEBSITE

The school website has had a re-vamp over the Summer Holidays and contains a lot of new information. It is work in progress however!

Over the course of the year, termly overviews and topic maps will be published for each class. These will tell you all about the learning activities for your child. A Yearly Overview in 'Events' will also provide a useful list of forthcoming dates for the whole academic year. All key policies will eventually be found in the 'Key Information' section, a large number of which are currently being updated.

The website will also have a number of useful 'How You Can Help' booklets for Maths, Reading and Spelling, that can be easily downloaded. There are some great ideas for 'teaching' spelling, a list of useful comprehension questions for reading, and perhaps most importantly, examples of how we teach maths nowadays! There is also a bank of information regarding e-safety.

The website is going to be fabulous and will truly bring to life learning at Orchard Primary School! We'll let you know when it's 'completely' finished.

REMINDER— MEDICATION & GUIDANCE

if your child has a medical care plan or requires medication in school, that you are asked to pop into the office to update and inform us of any changes to your child's needs.

Similarly, can we also remind families that we do have children on site with nut allergies and we very kindly ask that no food stuffs that contain any nuts e.g. hazelnut chocolate spread are brought onto the school premises and that with any sickness or diarrhoea, children are kept away from school until they are 48 hours clear.

New changes to practice and provision and the Medication Guidance for Schools now means that we are no longer able to administer non-prescription medicines such as Calpol.

We have done our very best to help families who may be concerned about their children struggling during the school day, but, unfortunately, unless medication has a prescription label we can no longer give this to your child.

We do apologise for any inconvenience and appreciate your understanding with this change.

WHAT TO DO IF YOUR CHILD IS ILL

Please telephone the school by 9.00am on the first morning of absence and each subsequent day.

If your child has an appointment in the morning after which they will be returning to school e.g. doctors, dentist etc, please telephone before 9.00am so that your child can be entered on the dinner register. Please try to make appointments, where ever possible, outside of the school day.

Please note that for sickness or diarrhoea the current guidelines laid down by the Health Protection Agency state that children should not return to school for 48 hours after the final episode.

INHALERS & EPI-PENS

If your child uses an inhaler, an Asthma Health Plan , which will be sent home for parents to complete and return to school ASAP, must be filled in. Similarly, for epi-pen users, a medication form should have been completed. Your child's inhaler/epi-pen should be clearly named and left in school at all times in case of an attack.

PUPIL PREMIUM FUNDING

All schools receive 'Pupil Premium' funding from the government for pupils who could potentially be classed as disadvantaged. As well as funding 'free' school meals, the money can be used to cover the cost of clubs, trips, uniform, specific resources etc. However, the funding is only allocated to the school if an application is made by a parent and approved.

Your child may be eligible for free school meals if:-

- You receive income support benefit; or if
- You receive income based job seekers allowance; or if
- You receive child tax credits with an annual income of less than £16,190; or if
- You receive state pension credit

You cannot claim free school meals if you are in receipt of working family tax credits.

If you think you are eligible, **please** register. The application form is available to download from:

https://www.leicestershire.gov.uk/sites/default/files/field/pdf/2015/6/26/free_school_meals_application_form.pdf

Alternatively, we can send you a copy of the form if you prefer – just let us know. If you would like further information or assistance with making an application, in confidence, please contact the school office tel: 01332 810078 /01332 814300

CONTACT NUMBERS, TEXT ALERTS & EMAILS

Please remember to inform the school office if you change your home/mobile telephone number, otherwise we may have difficulty getting hold of you should an emergency arise. Similarly, please contact the school office if you wish school information to be sent to a new personal email account - it is vital that we keep the email addresses held on our files accurate and up to date in order for our electronic mailing system to work effectively for parents.

If you do not wish to receive information via email, you will still have the option to receive paperwork as a 'hard copy' through pupil post. Please inform the office staff if this is the case. Thank you.

SCHOOL CLUBS

From Monday 3rd September, pupils will have the opportunity to participate in the following after-school clubs run by Premier Sport from 3.15-4.15.

Monday - Football (Year 3-6)

Tuesday - Tri-golf (Year 3-6)

Wednesday - Gymnastics (Year 2-6)

Thursday - Street Dance (Year 1-6) & Bowls (Year 3-6)

Friday - Multi-sports (Year 1-3)

There is also an after-school cross country club on a Friday, run by Wayne Morant.

All after-school club attendance is checked through registration. In the interests of safeguarding, please could you inform us if your child will not be attending a club on any particular evening so that we know their whereabouts. Please remind your child about staying for a club.

Additionally, Premier Sport will be running a number of lunchtime clubs, with a specialist coach also leading some PE lessons.

NEW HOME-SCHOOL AGREEMENT

A new headteacher, a new home-school agreement! This has been sent out via 'pupil post'. Please could you return the form to school by **Monday 17th September**. Thank you.

HARVEST FESTIVAL

Parents are invited to attend a special Harvest Celebration Assembly at the Methodist Church on Friday 21st September at 10.30 a.m.

REMINDERS ...

THURSDAY 13TH SEPTEMBER - ROALD DAHL DAY

A reminder that we're celebrating Roald Dahl's birthday again this year and we'd like pupils to dress up as a character from one of the famous author's books!

Costumes will not be judged so there is no pressure to purchase expensive fancy dress outfits – it's just going to be lots of 'wondercrump' fun as the day will then be jam-packed full of Roald Dahl themed activities.

Parents are invited to a special assembly (KS1 9.05am & KS2 9.40am) and then are welcome to pop into their child's classroom to work alongside them as they undertake some fun Roald Dahl themed activities during the morning session.

MONDAY 24TH SEPTEMBER (TO AVOID CLASH WITH THE NATIONAL EVENT) - MACMILLAN COFFEE MORNING 9.00am-11.00am

All parents and local community members are invited to attend a coffee morning to be held at the school on Monday 24th September from 9.00 – 11.00am in aid of Macmillan Cancer Support.

We would very much appreciate receiving donations of cakes, which will then be sold to both visitors and pupils to raise money for this invaluable organisation.

If you are unable to attend the event, but would like to make a monetary contribution, then please feel free to do so via the school office.

ADVANCE NOTICE: PARENTS' EVENINGS

Monday 8th October Parents' Evening (3.30-6.00pm)

Thursday 11th October - Parents' Evening (5.00-7.00pm)

Mid-September, a special parents' evening invitation will be coming home via pupil post so please check your child's book bag!

The Book Fair will be running during this week, with parents able to purchase books at parent' evenings.

POLITE REMINDER: PARKING AROUND THE SCHOOL SITE

We request that parents observe the Highway Code and show courtesy to our neighbours when parking outside school. We would kindly request therefore that parents do not park over driveways, or on blind corners. The safety of our pupils is paramount. Thank you for your understanding.

MAKING A COMPLAINT

We believe that our school provides the highest standard of education for all our children, and that the Headteacher and other staff work very hard to build positive relationships with all parents.

Our school aims to be fair, open and honest when dealing with any complaint. We try to deal with misunderstandings, problems and complaints as quickly as possible to the satisfaction of all concerned.

If a parent is concerned about anything to do with the education that we are providing at our school, they should, in the first instance, discuss the matter with their child's class teacher.

Most matters of concern can be dealt with in this way. All teachers work very hard to ensure that each child is happy at school, and is making good progress; they always want to know if there is a problem, so that they can take action before the problem seriously affects the child's progress.

Where a parent feels that a situation has not been resolved through contact with the class teacher, or that their concern is of a sufficiently serious nature, they should contact the Headteacher.

The Headteacher considers any such complaint very seriously and investigates each case thoroughly. It is anticipated that the vast majority of complaints will be resolved at this stage.

If the school cannot resolve any complaint itself, those concerned should contact the Chair of Governors, Mrs Sue Shearman in writing. The letter can be addressed to the Chair of Governors at the school, and handed in to the school office, or sent to 'Administration, Committees and Secretariat' Education Department, County Hall, Glenfield, Leicester, LE3 8RF.

Should a parent have a complaint about the conduct of the Headteacher, s/he should contact the Chair of Governors.

A copy of the school's complaint policy is available on request/on the website.

INFORMATION ABOUT BRITISH VALUES

In school we talk to the children about British Values. These are 5 values that everyone is expected to keep in our society. They are difficult to understand so we try to make them as simple as possible. It may be useful to talk to your children about them and how important they are.

Democracy - Everyone's ideas are important. In school we have a School Council that we vote for. In our country we vote in elections.

The rule of law - It is important to know what is right and wrong. In school we have Golden Rules, classroom rules and assembly rules. In our country we have laws that the police make sure we keep.

Individual liberty - We are allowed to say what we believe. In our school our opinions are important. In our country we can say what we believe.

Mutual respect - Treat other people how you want to be treated. In our school we treat each other fairly; we know that if we are kind then people will be kind to us.

Tolerance of those of different faiths and beliefs - Everyone is different and that's ok. People follow different religions and believe in different Gods and that's ok too. We respect other people's faiths.

NEW ORCHARD VALUES

We have also chosen some special 'school' values which shine like the ...

Success

Tolerance

Ambition

Resilience

Self-Belief

DIARY DATES - AUTUMN TERM

Thursday 13th September - Roald Dahl Day

Friday 21st September - Harvest Festival 10.30 at the Methodist Church

Monday 24th September - Macmillan Coffee Morning

Monday 8th October - Parents' Evening (3.30-6.00pm)

Thursday 11th October - Parents' Evening (5.00-7.00pm)

Thursday 11th October - School Closes

Friday 12th October - INSET Day

Monday 22nd October - School Opens

Friday 26th October - Glow in the Dark Dodgeball for Upper Key Stage 2

Tuesday 30th October, Wednesday 31st October & Thursday 1st November - Whitehall Residential for Y5

Friday 9th November - Whole School Kindness & Anti-Bullying Day with theatre group

Friday 16th November - Children in Need Fundraiser

Friday 23rd November - Glow in the Dark Dodgeball for Lower Key Stage 2 and Y2

Monday 26th November - Whole School Character Education Day with Bricks 4 Kidz workshops for Key Stage 2

Wednesday 12th December - EYFS/KS1 Christmas Performance (Afternoon)

Thursday 13th December - EYFS/KS1 Christmas Performance (Morning and Afternoon)

Friday 14th December - Save the Children Christmas Jumper Day Fundraiser

Monday 17th December - Christmas Church Service - TBC

Tuesday 18th December - Whole School trip to Derby pantomime

Friday 21st December - School Closes

Monday 7th January - School Opens

See the website for the yearly overview/advance notice re: Spring & Summer Dates e.g. Sports Day, end of year Awards Assembly etc. (to be published next week).

READING BOOKS

There are still a number of reading books yet to be returned to school from the last academic year. We would politely ask that if your child did not hand their reading book in at the end of the Summer Term, please could you remind them to do so as soon as possible. Thank you.

DATA PROTECTION

We need to hold personal information about your child on our computer system and in paper records to help us with their educational needs. The Headteacher is responsible for their accuracy and safe-keeping. Please help to keep your child's records up to date by informing us of any change of circumstances.

School staff have access to your child's records to enable them to do their jobs. From time to time information may be shared with others involved in your child's care, if it is necessary. Anyone with access to your child's records is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date.

All information about your child is held securely and appropriate safeguards are in place to prevent accidental loss.

In some circumstances we may be required by law to release your child's details to statutory or other official bodies, for example if a court order is presented, or in the case of public educational issues. In other circumstances you may be required to give written consent before information is released – such as the educational reports for insurance, solicitors etc.

To ensure your child's privacy, we will not disclose information over the telephone unless we are sure that we are talking to you - the parent/carer. Information will not be disclosed to family and friends unless we have prior written consent and we do not leave messages with others. You have a right to see your child's records if you wish via a Subject Access Request. Please contact the school's DPO if you would like further details.

ACCESS INTO SCHOOL AFTER 3.30PM

Please note that for security reasons, parents and pupils will no longer be able to access classrooms from the main collection points after 3.25pm. If your child needs to collect a 'forgotten' item from their classroom, parents are asked to report to the school office, where a member of staff will accompany you through the building. Thank you for your anticipated understanding.