



# Tanners Wood JMI School

ESTABLISHED 1952

**Head Teacher: Mrs P Qureshi**

7<sup>th</sup> September 2017

Dear Parents/Carers,

Welcome back to a new academic year! I hope that everyone has had a well-earned and restful summer holiday. A warm welcome to our new teachers; Miss Danskine, Mrs Keith, Mr Hunt and Mrs Creasey. We also welcome many new Reception and Nursery children and their families to our school as well.

## **Staffing changes**

Mrs Thomas who supports Mrs Leonard with SEND children will be taking some extended leave due to personal reasons. She is hoping to return to work in the Spring term in 2018. In the meantime, Mrs Leonard will be working some extra days this term.

Mr Sansom who covered a lot of PE cover has resigned. We have been very fortunate to find cover with PE provision from an organisation, Elite Feet. They will be providing PE cover throughout the school. Currently, Mr Cockram is working with the school for a few weeks until a permanent member of staff is available to work. We will share details once all the necessary checks have been finalised.

You will be aware that Mr Sansom also ran after school football/cricket clubs for Key Stage 1 and 2. We will continue to provide this provision via the same member of staff as above. Once again we will provide you with further details.

## **Clubs**

We will send information about all clubs that we plan to offer in the coming weeks. We intend to begin internal based school clubs, including Homework Club, week beginning 25<sup>th</sup> September 2017.

External clubs (WOW, The Elms tennis, Tannerettes, Gymnastics and Tae-Kwon-Do) will begin next week. If you want to find out more information about these clubs then please see Mrs Davis in the office.

## **Start of academic year – Parent Teacher Meetings**

Parents in Years 1-6 are invited to attend a welcome session. The meetings will run as follows:

11 <sup>th</sup> September	5.30pm Year 1	12 <sup>th</sup> September	5.30pm Year 3	14 <sup>th</sup> September	5.30pm Year 5
	6.15pm Year 2		6.15pm Year 4		6.15pm Year 6

Meetings will be held in the classroom and will provide information about topics to be covered this term, general class organisation arrangements and other relevant information for individual classes. This information has already been shared with Reception and Nursery parents.

It is important that all parents attend if possible so that they can find out about the year ahead. This meeting is for parents/carers only and children should not attend.

### **Parent / Teacher Consultations**

Parent/Teacher consultation sessions will be held in the week before the October half-term holiday. This term the consultation sessions will be on Monday 16<sup>th</sup> October 3.30-6pm and Wednesday 18<sup>th</sup> October 5-8pm. Dates for spring term 2018 consultations will be sent out at a later date. Parents will have a third opportunity to meet with teachers, if they wish, at the end of the academic year, to discuss the annual written report.

Parents of children who have a Special Educational Needs Support Plan will in addition be invited to meet with teachers on a termly basis, to review the progress that their child is making and to set new targets. The SEND review consultation meeting this term is on **Wednesday 13<sup>th</sup> September from 3.30-4.30pm.** A letter will be sent out to arrange an appointment.

We encourage an open door policy at the school, so if you have any queries or concerns, do speak to class teachers or myself. It is always preferable to meet with teachers after school, rather than before school. Alternatively, you can call the school office to make an appointment.

### **Key dates for the term**

A list of key dates went out on the last school newsletter in July and we will send these out again next week. ***It is vital that all parents read our weekly newsletters so that you are aware of events and any changes that may take place.***

### **Attendance**

The Department for Education has made amendments to school attendance regulations. The amendments make it clear that **'Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances'**. Head Teachers no longer have the discretion to allow up to 10 days in a school year for a family holiday or to agree extended leave for parents to visit their country of origin.

You will no doubt understand that as the Head Teacher I have a duty, along with the school Governors, to promote the highest attendance levels possible. The school is set very high attendance targets by the Government; and our attendance data is regularly scrutinised by the Local Authority and Ofsted and is one of the factors by which they measure the success of the school. The academic progress of a child, whatever his/her level of academic ability, will be adversely affected if they miss school. If a child is unwell then they should not come to school, but if, in addition, they have other time off school, then this will definitely have a detrimental effect on their progress.

***Please take this into consideration when planning trips in the future.***

If you believe your circumstances may be exceptional, then please discuss your request with me before making final plans. I will review each request for absence carefully, consulting with the Local Authority's Attendance Improvement Officer where necessary, and give you an answer as soon as possible. If you need to make a request for leave, then please ask the school office for a form. We ask that all requests are put in writing using this form at least two weeks prior to any leave.

The overall attendance record of the vast majority of our pupils is good and I very much appreciate your support in respecting and supporting the school's policy on attendance.

I have included a reminder of school dates for the coming year; please keep these dates in mind when making any arrangements for holidays. Term dates for 2018-19 will be shared in January 2018.

### Autumn Term 2017

Inset day:	Friday 20 <sup>th</sup> October
Half term:	Monday 23 <sup>rd</sup> October – Friday 27 <sup>th</sup> October
Occasional Day:	Monday 20 <sup>th</sup> November
Term Ends:	Tuesday 19 <sup>th</sup> December 1.30pm

### Spring Term 2018

Children begin:	Wednesday 3 <sup>rd</sup> January
Half term:	Monday 12 <sup>th</sup> – Friday 16 <sup>th</sup> February
Term Ends:	Thursday 29 <sup>th</sup> March 1.30pm

### Summer Term 2018

Children begin:	Monday 16 <sup>th</sup> April	
May Bank Holiday	Monday 7 <sup>th</sup> May	Year 6 SATS- week beginning 14 <sup>th</sup> May 2018
Inset day:	Friday 25 <sup>th</sup> May	
Half term:	Monday 28 <sup>th</sup> May – Friday 1 <sup>st</sup> June	Year 1 Phonics testing- week beginning 11 <sup>th</sup> June 2018
Occasional Day:	Monday 2 <sup>nd</sup> July	
Term Ends:	Tuesday 24 <sup>th</sup> July 1.30pm	
Inset day:	Wednesday 25 <sup>th</sup> July	

### Absence and illness

If your child has been physically sick or has diarrhoea, he/she should be kept at home for a period of **48 hours after the last episode**, to prevent the spreading of infections.

If your child is absent for any reason then please leave a message on the school's absence line before 9.15am (option 1 on the main school number).

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### Punctuality

It is important that all children attend school regularly and on time each day. Please allow sufficient time for your journey to school to ensure that your child is in the playground **before** the whistle is blown at 8.50am so that a prompt start can be made. The playground is not supervised before 8.40am. I would ask that children do not arrive at school before this time as the gates will not be open. If your child arrives after 9am they **must** report to the school office. Any children who arrive after 9am are recorded as late and after 9.15am as an unauthorised late in the register. Reception, Year 1 and 2 finish at 3.15pm each day and Years 3-6 finish at 3.20pm. It is essential if you are here to collect your child promptly. All teachers will ensure that children are sent out on time.

### End of the day arrangements

Children in Years R, 1 to 4 must be collected by an adult (over 18 years old) from their classrooms. Children in Years 5 and 6 are allowed to walk home on their own provided parents have completed the necessary form giving permission. These can be collected from the school office.

### Coming into and leaving school

Children who ride scooters and bikes must dismount by the school gate and walk their bikes and scooters into the school. ***It is also important that pre-school children do not use scooters or bikes in the playground. Scooters and bikes cannot be left on school premises unless they are locked away in the bike shelter which is located at the top of the junior field. The school does not accept any responsibility for them and they are left entirely at parent's risk. The play equipment must not be used by children outside school times. It is the responsibility of parents to ensure they enforce this with their children.***

### Uniform

It is essential that all children wear the correct school uniform every day. **A reminder- black shoes are an essential part of our uniform and children must not wear trainers.** We will contact parents of children who are not wearing the correct uniform in person or via a reminder slip. A few other reminders;

- Hair fashion accessories should not be worn. Small hairbands and clips are acceptable. (black, red, white, grey only)
- White socks or grey tights for girls. Black or grey socks for boys (patterned socks/tights are not allowed)
- Long hair must be tied back
- Nail varnish should not be worn to school
- Hooped earrings must not be worn for health and safety reasons. Jewellery is not allowed, this includes wearing wristbands. Small watches are permitted.

### Snacks

A reminder that if Junior children bring in a mid-morning snack it must be a healthy one & consist of a ***piece of fruit***. Crisps, biscuits & sweets are not acceptable & children will not be allowed these. Infant children continue to receive a 'free' piece of fruit/vegetable at break time each morning. As there are some children across the school with nut allergies we ask all parents not to send in nut based products. Please note many chocolate spreads contain nuts.

### Photographs and filming

Please remember that any photographs taken of children in school productions, assemblies, sports days and other events are solely for your own personal use. As a school community, we must always put the safety of all children first. With this in mind I would like to clarify;

- Any filming/photographs that parents take will be for personal use only.
- Images must not be uploaded onto any public Internet sites, such as Facebook, You Tube, etc.

### Gates

A polite reminder to all parents, please do not use/open the main vehicular (red) school gates to enter the school at any time. This gate and entrance is for **staff only** at all times. If you need to come into school at any time (other than during the morning drop off or afternoon pick up via the main playground) then please use the new pedestrian gate and report to the main office. This is to ensure the safety of all our pupils.

### The year ahead ...

Last year was a positive one at Tanners Wood & all staff & Governors fully intend to build on these successes so that we continue to improve our school. We hope that your child makes good progress in their work, develop their social skills &, most importantly, enjoys learning & school life. We look forward to working in partnership with you over the coming year.

### Finally...

This is certainly a lengthy newsletter but I hope that it provides reminders for our existing families & useful information to our new ones. I am quite often available at the beginning or end of the day at the entrance to the infant playground should you need to talk to me.

Yours sincerely,

Mrs Qureshi (Head Teacher)