



Tanners Wood JMI School

ESTABLISHED 1952

6th September 2019

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 Reynolds (Larch) and Miss K Smith (Elm), Mrs Ellis, our new Family Support Worker, and Mr Biswell, a trainee teacher who will be working in Pine Class.

We also welcome many new Reception and Nursery children and their families to our school; they have all made a positive start and have settled in well.

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.

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 23rd Sept 2019. Please note, no internal clubs operate during Parent Consultation week (autumn - week beginning 23rd October 2019 and spring - week beginning 10th February 2020).

Information about external clubs is sent out by the provider. If you would like to find out more information about these, please see Mrs Davidge 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:

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|------------------------------|------------------------|---------------------------|
| • 9 th September | 5-5.45pm Year 1 | 5.45-6.30pm Year 2 |
| • 10 th September | 5-5.45pm Year 3 | 5.45-6.30pm Year 4 |
| • 11 th September | 5-5.45pm Year 5 | 5.45-6.30pm Year 6 |

Meetings will be held in the classroom, and this year we will be focussing on sharing learning expectations for the relevant year group. 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. Please make your way in via the main entrance.**

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 in our first newsletter. ***It is vital that all parents read our weekly newsletters (sent out via ParentMail) so that you are aware of events and any changes that may take place.***

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 2020-21 will be shared in the coming weeks.

Term Dates

Autumn Term 2019

Inset Day:	Thursday 24 th October
Inset Day:	Friday 25 th October
Half Term:	Monday 28 th October – Friday 1st November
Term Ends:	Friday 20 th December - 1.30pm

Spring Term 2020

Children begin:	Monday 6th January
Half Term:	Monday 17 th – Friday 21 st February
Term Ends:	Friday 3rd April - 1.30pm

Summer Term 2020

Children begin:	Monday 20 th April
May Bank Holiday:	Friday 8 th May
Inset Day:	Friday 22 nd May
Half Term:	Monday 25 th May – Friday 29 th May
Term Ends:	Friday 17 th July - 1.30pm

Other Key Dates

Autumn Term 2019

19 th September:	Year 6 Secondary Transition Session
23 – 27 September:	Year 6 Kingswood Residential Trip
1 st October:	Year 5 Royal Observatory Trip

Summer Term 2020

11 – 14 th May:	Year 6 SATs
During May:	Year 2 SATs
w/c 8 th June:	Year 1 Phonics test

Attendance

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. Last year's whole school attendance improved to 96% from 95.3% the previous year.

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; 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, they should not come to school, but if, in addition, they have other time off school, this will definitely have a detrimental effect on their progress. **Please take this into consideration when planning trips in the future.** Our Attendance Policy is available on our school website. There is also an attached letter for all parents to read carefully.

Please note that when we have concerns about safety and well-being of children, we will follow our safeguarding procedures and this may result in home visits.

Absence and Illness

If your child is absent for any reason, please leave a message on the school's absence line (option 1 on the main school number) before 9.15am each day. Please ensure that you give a specific reason for absence for each day that your child is not at school.

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.

Request for Leave of Absence

The Department for Education has clear guidance on school attendance regulations. This makes 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. If you believe that your circumstances may be exceptional, 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, please ask the school office for a form. We ask that all requests are put in writing using this form at least three weeks prior to any leave being taken.

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 Year 2 finish at 3.15pm each day, and Years 3-6 finish at 3.20pm. It is essential that you are here to collect your child promptly. All teachers have been asked to ensure that children are sent out on time.

End of the day arrangements

Children in Years R, 1, 2, 3 and 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 that parents have completed the necessary form giving permission. These should be completed on Parent Mail or a form 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 parents' risk. The play equipment must not be used by children outside of school times. It is the responsibility of parents to ensure that 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.** The school policy is available on the school website.

<http://tannerswood.herts.sch.uk/wp-content/uploads/2018/09/Uniform-Policy-June-2018-1.pdf>

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, school colours only.
- 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 healthy and consist of a **piece of fruit**. Crisps, biscuits and sweets are not acceptable and children will not be allowed these. Infant children continue to receive a 'free' piece of fruit/vegetables 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 that many chocolate spreads contain nuts.

Parent / Teacher Consultations

Parent/Teacher consultation sessions will be held in the week before the October half-term holidays. This term the consultation sessions will be on Monday 21st October 3.30-6pm and Wednesday 23rd October 5.30-8pm. Dates for spring term 2019 consultations are Tuesday 11th February 3.30-6pm and Thursday 13th February 2020 5.30-8pm. 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.

Special Educational Needs

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 18th September from 3.30 - 4.30pm**. A letter will be sent out if applicable.

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, YouTube 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 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 and Governors fully intend to build on these successes so that we continue to improve our school. We hope that your child makes excellent progress in their work, develops their social skills and most importantly, enjoys learning and school life. We look forward to working in partnership with you over the coming year.

Communication

Parents will have signed the Home School Agreement which sets out how the school and parents cooperate. The vast majority of parents are hugely supportive of us as a school, however on occasion, parent actions have fallen short of the HSA. I politely request that all parents communicate with all staff in an acceptable way. I am privileged to have such a hard working staff group at Tanners Wood, and it is important that they feel safe and respected in carrying out their work so that their well-being and morale remains positive. It is very difficult to build up such a successful team who everyday go above and beyond for the benefit of the children, and I want to sustain and retain each member of staff. I sincerely hope that all parents will support both myself and our governors in this. Equally, you can expect all staff to treat all parents with the same respect.

Finally...

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

Weekly newsletters will be sent out every Friday via **ParentMail only**. If you are not currently registered, please contact the school office who will re-send you and invitation to join.

We are a paperless school and all communication is sent via ParentMail. Please ensure that you are connected so that you don't miss any information.

The first newsletter for the term will be sent out on Friday 13th September.

Yours sincerely,

Mrs Qureshi
Head Teacher