



# *Oughton Primary & Nursery School*

## *September 2019*

### **Dear Parents and Carers,**

Welcome back everyone. Welcome to our new children who have joined us across the school and in Reception and Nursery. I hope that you all had a good summer.

I would like to welcome Mrs Drakes, who has joined our teaching team. She is teaching Year 6 this year.

Thank you, your children look very smart this year. Uniform is an important part of school life.

#### **Just a few reminders re uniform:**

- Please ensure all uniform is named, including trainers and plimsolls - this is vital. We already have a lot of lost property which has not been claimed.
- Please ensure skirts are not too short. Just above the knee is fine but any higher is not appropriate for school.
- Long hair must be tied back.
- Only stud earrings may be worn in ears. These **must** be removed for all PE lessons. This is following safety guidelines. Please remove prior to the start of the school PE day.
- Watches may be worn but not smart watches. No other jewellery is allowed. Watches must be removed for PE lessons.
- Black shoes must be worn. Trainers are only part of the PE kit.
- PE kits should stay in school as they are needed each week.

#### **Important**

We have children who are allergic to nuts, this can be life threatening. We are a **NUT FREE school**. No nuts must be brought into school, either in packed lunches or cakes. Please be aware, this includes Nutella and please check the labels regarding some chocolate spread and cereal bars, as they often contain nuts. Thank you for your co-operation in this.

#### **Other information:**

- Early Start Club (Breakfast Club) must be booked and paid for online via Parentmail in advance.
- We provide water for children to drink in their water bottles throughout the day. Please do not send in juice or squash unless this is part of their packed lunch.

Yours sincerely

**Lisa Clayton**  
**Headteacher**

### **Diary Dates**

**Please ensure you look at the school calendar for key dates across 2019 / 2020 on our website and dates which have been sent to you via Parentmail.**

Please see the dates given on a separate sheet.

### **School Dinners**

School dinners for Years 3 to 6 children must be paid **in advance**. A school dinner or school packed lunch is £2.60.

If your child is in Nursery you must pay for the provision which is £2.00 plus a school lunch (£2.35) if you wish; this must be booked and paid on Parentmail in advance.

Parents are not allowed to mount up debts. We do not have funds to cover dinners.

### **Packed Lunch**

If you do provide your child with their own packed lunch, this needs to be a healthy packed lunch - no chocolate bars or fizzy drinks or nuts.

Please remember, Reception, Year 1 and Year 2 children are entitled to a free school dinner, funded by the Government.

Please check if you are entitled to the Pupil Premium Grant. This gives the school more funding and enables us to provide more support for your child in school as well as a free school meal.

Even if your child does not have school meals, please could we encourage you to apply as the school receives additional funding for children registered for free school meals.

[www.hertsdirect.org/freeschoolmeals](http://www.hertsdirect.org/freeschoolmeals)

### Staffing and Leadership Structure

If you have an issue regarding your child, your first port of call is the Class Teacher. The majority of time, they will be able to help you. Our leadership structure is as follows:

Headteacher: Mrs Clayton

Assistant Headteachers: Mrs Carroll and Mrs Phillipson

Phase Leaders: Early Years : Miss Hurley

Year 1 and 2: Mrs Stephenson

Year 3 and 4: Mrs Carroll

Year 5 and 6: Mrs Smith

Mrs Channa is our Office Manager. Our school email address is: [admin@oughton.herts.sch.uk](mailto:admin@oughton.herts.sch.uk)

### Safeguarding and Child Protection

Our staff follow our policy on Child Protection. Mrs Clayton, Mrs Phillipson and Mrs Woollon are the Designated Senior Persons for Child Protection. If you have any concerns about a child, please come and talk to us. If we have concerns about your child, we will either talk to you or in some cases, we will liaise with Children's Services and follow their advice. We take Safeguarding seriously, the safety of all children is vital.

### Attendance

Mrs Woollon works with children and families regarding attendance. A child's attendance impacts greatly on their learning and in turn their future. It is important that all children attend school regularly. We aim for all children to attend towards or above the national average of 96% . If your child is not in school, please ensure you phone the main office to explain their absences to Mrs Jordan by 9:15am. You may email us: [attendance@oughton.herts.sch.uk](mailto:attendance@oughton.herts.sch.uk) or via Parentmail. If we do not hear from you, we will contact you, or other people on your contact list or visit your home. **If we do not know the location of a child, this becomes a Safeguarding issue.**

It is a legal requirement for children to attend school and you must keep in contact with us on a daily basis and follow up on their return with a written letter. If a child's attendance falls below 90%, we require medical evidence, such as doctor's note / medication in order to authorise attendance. It is the Headteacher's decision regarding authorisation and we follow Government and Herts County Council guidelines. We work closely with our LA Attendance Improvement Officer and we issue penalty fines. Holidays will not be authorised unless there is exceptional circumstances.

If a child is late to school, the session will not be authorised and will count towards a penalty fine. Please ensure your child is on time for school and in their classroom before the door is closed. Not only is it unsettling for children to enter a classroom when everyone has started their work, late children also disrupt the work of our Office staff as they have to escort the children to their classes. Also, it is important that you are on time to collect your child. Please be punctual!

Please read our Attendance Policy on our school website. Look out for Attendance Matters! This is our Attendance newsletter which highlights key facts about attendance.

### Governor Update

Roz Brown, currently our Parent Governor is coming to the end of her term in this role. We thank her for her hard work and dedication over the last 4 years. We will be shortly holding elections for this post. If you feel that you can offer your services to support our Governing Body, please contact Lisa Clayton (Headteacher) by 24th September if you are interested or have any questions. We have kept the rest of the Governing Body busy this summer reading policies!



### School Improvement Plan

This year, we are focusing on refining our Curriculum. You will shortly receive a Curriculum letter which details what is being taught this term. We are enhancing the Curriculum, aiming to widen life experiences, aspiration and developing resilience.

We continue to develop language through Word Aware, Talk, Reading and Writing. Please hear your child read regularly and discuss what they are reading. Ask your child about the discussion point highlighted during our lunchtimes and watch out for our email informing you of the theme for the week!

We continue to focus on our Subject Leadership roles within school. Our last key element is to improve our attendance. We closely monitor our attendance, working with Parents.

### Clubs

Following feedback from our monthly Coffee Mornings, I am delighted to inform you that we increased the number of clubs on offer at Oughton this year. The Teaching Staff have organised a variety of clubs across the school. Please be mindful that some clubs may have a waiting list due to a high level of interest and the numbers able to attend at one time. At present, we are offering: Homework Club, Recorder Club, Netball Club, Construction Club, Choir, Running Club, Knitting Club, Book Club, Art and Craft Club, Sewing Club, Y6 Maths Booster, Multi Sports and Year 5 & 6 Football. Some clubs run at lunchtimes, others after school. Clubs are open to different age groups so look out for any Parentmail messages.

### Harvest and Scarecrow Festival

Once again, as part of our Harvest celebration we have our Scarecrow Festival on Tuesday 15th October at the end of the school day. Each class will be making a Scarecrow linked to their Curriculum. If you would like to join in, it would be great to see your Scarecrow creations from home. We had some fantastic Scarecrows last year and we have a Family Award too. After school, please walk around the school site and vote for your favourite class and family Scarecrow! We would request that Year 1 and 2 as usual bring in donations of vegetables and we will make soup, which will be available in the dining room. This year, we are adding a café and a few games to our Scarecrow Festival so please join us in supporting this event.

### Mobile Phones and Online Safety

Following our Online Safety Policy, we request that Parents do not use their mobile phones whilst collecting children. This is a time when staff may need to talk to you, as well as obviously your children, who will want to tell you about their day. **No phones are allowed to be used within the Early Years site at all (Nursery and Reception) as this is a legal requirement.**

No images (photos or video footage) are permitted to be taken on school site at all, unless specified by Mrs Clayton. On some occasions (such as Assemblies / productions) this will be allowed for personal use only. No images or videos are permitted on any social network site, including Facebook, Snapchat or Twitter. This is to safeguard all children.

Pupils in Year 5 & 6 are allowed to bring personal mobile devices/phones to school if they are walking home alone after school or if there is a genuine reason for them to need it after school. This must be agreed following written parental permission. Phones must be switched off at the beginning of the day, given to the School office in a named envelope or plastic wallet and can be collected at the end of the day. The school is not responsible for the loss, damage or theft on school premises of any personal mobile device. Under no circumstance should pupils use their personal mobile devices/phones to take images of any other pupil or a member of staff.

Please ensure that you do not put any comments about our school, staff, children or their families on social network sites. We take breaches of this nature very seriously. If you have a concern or complaint, please come and see us. **Please see our Online Safety Policy on our website.**