



Oughton Primary & Nursery School

September 2018

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.

Thank you, your children have come back to school looking very smart in their burgundy jumpers / cardigans, shirts tucked in, trousers, skirts and black shoes. Uniform is an important part of school life. A smart appearance sets the tone for learning.

Just a few reminders:

- Long hair must be tied back.
- Only stud earrings may be worn in ears. These must be removed for all PE lessons.
- Watches maybe worn but not smart watches. No other jewellery is allowed. Watches must be removed for PE lessons.
- Trainers are only part of the PE kit and black shoes must be worn.
- School dinners for Years 3 to 6 children must be paid **in advance**. A school dinner or school packed lunch is £2.45. 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. Parents are not allowed to mount debts.
- Early Start Club must be booked and paid for online via ParentMail. The cost is £3 per day.

Important: We have children who are allergic to nuts which can be life threatening. We are a **NUT FREE school**. No nuts must be brought into school, either in packed lunches or cakes.

Welcome to our new staff

I would like to welcome some new members of staff.

Mrs Woollon has joined us as our Pastoral Support Lead. She will be working with Parents and families, children and focusing on the Pastoral Support, Attendance and Child Protection within school.

Miss Chalkey, Miss Jennings, Mrs Stagg and Mrs Mechelewska have joined our team of Teaching Assistants and some are Midday Supervisors.

Mrs Jones has also joined our team of Teaching Assistants.

I am sure that you will get to know our new staff if you have not already met them!

Yours sincerely

Lisa Clayton
Headteacher

Diary Dates

Please ensure you look at the school calendar for key dates across 2018 / 19 on our website.

Dates:

Thurs 13th Sept: Roald Dahl day - dress up as a character

Mon 17th Sept: Year 3 to 6 Roald Dahl workshop

Thurs 20th & 27th Sept: Year 6 visit to the library

Fri 21st Sept: Jeans for Genes Day - wear Jeans to school £1 donation

Mon 1st Oct: In school theatre for KS 1 and 2.

Wed 3rd - Fri 5th Oct: Year 6 Kingswood residential

Thurs 11th Oct: Individual photos

Tues 16th Oct: Harvest celebration & Scarecrow Festival

Half term 29th Oct - 2nd Nov

Mon 5th Nov Inset day - no children in school on this day.

Wed 7th / Thurs 8th Nov: Open Evening

Tues 13th Nov: Year 6 Let's Celebrate Assembly 2.45pm

Tues 20th Nov: Year 5 Let's Celebrate Assembly 2.45pm

Tues 27th Nov: Year 4 Let's Celebrate Assembly 2.45pm

Fri 30th Nov: Donation day for our Christmas Fayre

Tues 4th Dec: Christmas Fayre 3.30pm

Tues 11th Dec pm & 12th Dec am: KS 1 Christmas Performance

Wed 12th Dec: School Christmas dinner

Thurs 13th Dec: Early Years Nativity (Reception and Nursery)

Fri 14th Dec: Christmas Jumper Day (wear your festive jumper all day) and Christmas Tree Festival after school

Tues 18th Dec: Year 3 to 6 Carol Concert pm

Thurs 20th Dec: Last day of term finish at 2pm

Mon 7th Jan 2019: Inset day - no children in school

Please be aware, this term some class trips are being organised. Letters will be sent out once dates are finalised. We are arranging a trip for Year 1 at present.

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

Safeguarding and Child Protection

Our staff follow our policy on Child Protection. Mrs Clayton, Mrs Phillipson and Mrs Woollon (completing training this month) 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 Social Care and follow their advice. We take safeguarding seriously; the safety of all children is vital.

Attendance

Mrs Woollon will be working with 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 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.

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.

Please read our Attendance Policy on our school website.

Governor Update

We have a vacancy for a Parent Governor. Our Governors assess their skills via an audit process and we require a Governor with experience **in Finance**. If you feel that you can offer your services to support our Governing Body, please contact Lisa Clayton (Headteacher) by 12th September if you are interested or have any questions.

We have kept the rest of the Governing Body busy this summer. They have read over 45 policies! We will be putting the main policies on our website shortly.



Breakfast

I am concerned that some children have been coming into school **without** having a breakfast. Please ensure that your child is given a breakfast at home. Early Years and KS1 are given a healthy fruit or vegetable snack at some point in the morning. Years 3 to 6 may purchase a piece of fruit or healthy snack from the Tuck Trolley at break time for 20p. However, this is not a substitute for breakfast. Remember, hunger impacts on learning and concentration. We have our Early Start Club (daily rate of £3) if you need support and a breakfast is provided plus activities.

Fun Run

Thank you to everyone, Parents, staff and children who joined in on our Fun Run in July in memory of Mrs Papamichael. We raised £273.83 which was split between Garden House Hospice Care and Cancer Research UK. We have received a letter of thanks from both charities.

Roald Dahl Day

Next Thursday (13th Sept) is Roald Dahl Day across the country and we are celebrating the work of Roald Dahl through our English work. We will be dressing up as characters from any of the books he wrote. We have spoken to the children to offer ideas and inspiration. I very much look forward to seeing everyone in their costumes!

Scarecrow Festival

Once again, as part of our Harvest celebration, we have our Scarecrow Festival on Tuesday 16th October at the end of the school day. Children will be designing their Scarecrows as part of their Learning Log work following the theme - Scarecrows reading a book. Each year group will then be making a Scarecrow. **You may if you like, also join in and make your own Scarecrow at home and enter it in our festival.** After school, please walk around the school site and vote for your favourite Scarecrow! We would request that Year 1 and 2 bring in donations of vegetables and we will make soup, which will be available in the dining room.

Mobile Phones and Online Safety

Following our Online Safety Policy, we request that Parents do not use their mobile phones whilst collecting children if possible, as this is a time when staff can catch up with Parents regarding the day. **No phones are allowed to be used within the Early Years site at all (Nursery and Reception) and 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 and can be collected at the end of the day. Under no circumstance should pupils use their personal mobile devices/phones to take images of any other pupil or member of staff unless they and their parents have given agreement in advance. The school is not responsible for the loss, damage or theft on school premises of any personal mobile device.

Please ensure that you do not put any comments/complaints 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.