



Dear Parents,

This time last year I started our first newsletter with, 'Well the weather may be cold, wet and grey, but it cannot compete with the warmth and smiles of the children! How quickly they are settling in.' I am thrilled that, once again, the new children are settling in well and have not forgotten all the preparation they had at playgroup, but it is such a shame about the weather! May I extend a warm welcome to everyone – returning and new families.

There is always a lot of information to pass on at this time of year. The first section of this letter is not supposed to sound like a 'nanny state' but it is important to remind parents of our key procedures and safety issues. The second session is current news.

### IMPORTANT PROCEDURES

#### Letters

Please remember that, whenever possible, we send school letters out on Tuesdays and Thursdays and P.T.A. letters on Wednesdays. Although ironically this one breaks the rules because there was so much going out yesterday! We do this so to try and help parents – so they know to ask their child(ren) whether or not they have a letter on these days. Frisking them and checking their bookbags is highly recommended! Newsletters will be on yellow paper so that they stand out. PTA letters generally go out on pink paper.

#### Arrival times

Please can I remind parents that children are not supervised by staff until 8.40am and should not be in school until then. Mornings are a very busy time in schools, with many teachers preparing work, catching up with colleagues and making important telephone calls. That, and the design of the building, means that it would be all too easy for an injured child to go un-noticed until the duty person went out at 8.40am. Please help us with this. Please also be prompt in collecting your child at 3pm.

Once children are in school grounds, they should not leave again unless with a parent. If they are suddenly poorly, please let the office know as we do not want to be panicking because a child was seen but has not come into school to register!

Please can we ask parents to make sure that they collect their children on time at the end of the school day and after clubs? If an emergency arises, please try to call school. Children who are expecting to be picked up by parents, but whose parents are late, should return to the main entrance (or stay with the club leader) and should not wait on the roadside where they are vulnerable. We also ask that parents who see other people's children waiting do not take them home, unless by prior arrangement, as this can cause a lot of distress when the parent turns up and they are not here. Parents are also asked to let the school know if another parent/adult is collecting their child. We have had a couple of occasions when we have been close to calling the police because someone has kindly taken a child home and we were unaware.

On wet mornings the school will be open from 8.40a.m. so that the children can go straight to the school hall (nowhere else please!) The duty staff will look after them until the start of school. Please note that there is not enough room for adults. If you wish to stay with your child(ren), then you are

welcome to stay in the covered shelter area on their playground until 8.50am when your child should go straight to class.

This is a specific plea to parents of pre-schoolers. As a school, we have always welcomed parents onto the top of the playground at the beginning and end of the day. The expectation is, however, that pre-school children will stay under close parental supervision. We are experiencing an increased number of incidents where parents are so involved in their conversations that their young children are wondering out of sight and climbing fences and walls, playing within inappropriate areas, running in and out of school and/or other risk activities.

#### Pavement Safety

Once again I need to ask some parents to make more of an effort to keep the pavements as clear as possible at hometime. Please can infant parents wait at the top of the infant playground and those waiting at the junior end at the top of the drive, inside the gates. There still seem to be a small number of parents who are so caught up in their chats that they are oblivious to the children trying to get by. Children are having to step round parents and into the road. This is unacceptable. Please look after all of our children.

#### Access to Teachers

Getting and explaining the right balance for this is tricky. We do understand that there will be times when you need to discuss something with a teacher. Parents of infant children have easier access as they can catch their child(ren)'s teachers on the playground before school and after school. Parents recognise that as their children get older, they should take increasing responsibility for delivering messages or sorting organisational issues out. However, there will still be times when it is a more serious or sensitive issue and a parent needs to speak directly to a teacher. We respectfully ask that parents do this through the school office and not wander in through the side access doors before/after school. This is not about denying access, but simple safety and organisation. Teachers often have other appointments – parents, de-briefing with teaching assistants, staff training and visitors in school. No-one would just take it upon themselves to walk into their doctor's room unannounced! If the teacher is available and it is out of school teaching hours you will be let through to see them, but please check first. For safety reasons we have reminded the children not to open the external doors to any visitors, even those they know. Please do not expect them to.

## Dinner Money

Lucy, our new School Cook, her team and Mrs Foley in the School Office have asked me to remind parents of the following points:

Parents can pay for meals through the ParentPay system. We are aware that not every parent has internet access and many do not wish to use this method, and, therefore, we will still accept correct cash or cheques – made payable to 'Gloucestershire County Council'. Parents must understand that to make this workable they must keep to the following rules:

- The minimum amount for cheques is £10.
- All cash/ cheques must be in an envelope marked with the child's name, class and days on which they are having dinner – loose money cannot be accepted.
- Money must come in on a Monday (whenever possible). Some parents will have to get more organised and decide which days their child is having a lunch at the start of the week! We will do our best to cope with any emergency situations that crop up during the course of a week, even if your child decides at the last minute that they want a dinner, but ask that parents make every effort to keep these to a minimum.
- The 'no debt' policy adopted by the caterers means that school would be liable to pay for any dinners taken. We will do our best to support families but you must report to the office if you have to order a dinner and you are unable to pay for it. If this is the case you must settle the debt by the end of that week.

NB: Mrs Foley will not have the time to chase people for money, persistent offenders will lose their right to pay through the School Office!

- If you are a family on low income, then you may be entitled to free school meals. Please talk to Mrs Foley if you require any further information. Free dinners are exactly the same as paid meals and the children are none the wiser on who has paid and who has not. If you are entitled, please consider this as an option – even if your child only has a hot meal once in a while!

If your child has not tried dinners, why not give them a go? The menu is constantly changed and is very varied. Our catering staff work very hard to provide fresh, attractive and tasty food. They really are very tasty. We are so proud of them that we will be offering taster sessions for parents later in the term!

## Attendance/ Lateness

There is increasing pressure on school heads to not only refuse holidays taken in term time (unless in very exceptional circumstances), but to also use fixed penalties when children are absent without acceptable reason. There will be a separate letter to parents soon which explains this. In the meantime, if you are planning a holiday, please think very hard about when you take it. If your child is poorly, please telephone the school to let us know.

Our Educational Welfare Officer (EWO) is required to collect lateness statistics regularly now. As a result we are tightening up the system to ensure that it is fair. Most parents are very good at sending their children in through the school office if they arrive after the children have left the playground, but some children try to enter the building through the junior end. After 8.55am all junior children should go through the School Office - **parents should accompany them to sign the Late**

**Book.** Infants may also enter this way (if their door is closed) but they are not considered late until 9.05am. Persistent offenders will be followed up.

## Academic dates

Alongside this newsletter there is also a new copy of this year's term dates. Please note that it has a publication date on it. We always try not to make any changes to dates once they are first given out, but sometimes it is unavoidable. If new term dates are issued at a later time, please keep the one with latest publication date!

## PE Kits

Please remember to ensure that your child's PE kit is in school at all times. It should consist of plain white/ light blue t-shirt, dark shorts and daps/trainers. Please also remember that jewellery should not be worn. If your child has pierced ears and cannot take their studs out, then medical tape will have to be applied to them.

Hair that is longer than collar length should be tied back. This is from a safety point of view and because it may reduce the spread of headlice. Last term some children with longer hair trialled the wearing of headscarves. The parents involved reported severely reduced incidences of headlice. This may or may not be connected! I am happy to extend this practice, but ask that headscarves (not bandanas) are worn and that they are plain blue or black.

## Medical Issues/ Emergency Forms

Please remember to keep your child's emergency form up-to-date. This includes if you change contact or mobile numbers, if their medical status changes etc. Asthmatic children must have their named inhalers in school at all times. Please check that they are in date and not empty. If they do not need an inhaler, please make it clear on the emergency form by writing 'no inhaler required' or your child may miss out on activities because they are recorded as asthmatic but do not have an inhaler with them! Data collection forms for each child will go out later this month for you to read and amend if necessary.

Please can we remind parents that we do have children with nut allergies in school which are potentially fatal. Although staff are trained to deal with such emergencies, prevention is always better than cure. Parents are very good at avoiding products made from nuts but please be as aware as possible about products with less obvious nut content.

## Fruit Snacks

Please remember that we have a fruit and vegetable policy for morning breaktime snacks. The infants are provided with fruit through the Governments 'Fruit for Schools' campaign, but there is no such funding for junior children. If children require fruit please provide them with something that they can eat easily – this does not include sugary fruit strings etc!

## Swine Flu

The guidance has not changed since the last (July) up-date was sent out to parents. I have attached a copy for new reception parents and spare copies are available in the main entrance.

## CURRENT NEWS

### MDSA

We are looking for a midday supervisor ('dinner lady or man!') to join our team. You will be required to work between 12 noon and 1pm. The job is indoors and outdoors supervising the children whilst eating and playing. The post would be offered subject to an enhanced CRB check and medical certificate. If you are interested and would like further details, please leave your name with Mrs Foley by Thursday 10<sup>th</sup> September. If there is not the minimum number of candidates we reserve the right to advertise it further a-field after this date before organising interviews.

### Uniform

Larry Seymour will be sending out a letter soon, on behalf of the PTA, so that parents can order uniform. The children have come back looking smart, we would like to keep it that way! It is particularly pleasing to see school shoes and not trainers being worn. Thank you!

### Mr Tovey

At the end of term Mr Tovey let us know that he has been signed off for a further two months, until at least the end of this month. Mrs Creber has continued in his absence and has really made Class 4 her own. I will be writing to Class 4 parents separately when I know more.

### Hall ceiling

One hundred years of lath and plaster ceiling were taken down from the hall over the holidays and replaced with a new ceiling, insulation and lighting. I have to say that it was the messiest job ever; the hall resembled a coal mine for about a week but we are pleased with the results.

### Internet safety meeting

You will also receive a letter about an internet safety talk for parents on 17<sup>th</sup> September at Primrose Hill School. I strongly urge parents to attend.

### Clubs

Club details will continue to develop as the year progresses. Here are the details known so far. Letters for clubs are offered to children if they are interested. We appreciate that you may wish to have a say, so spare copies will be available in the blue letters folder in the main entrance as they are published! Please note that there is no more Friday Fun Club (boardgame club) since the parents who were running it for many years have had to step down for a variety of reasons. If there are two parents who are able to commit to running it regularly, who are organised, good at positive behaviour management and who will be happy to undergo a Criminal Records Bureau check, then please can they let Mrs Harris know as soon as possible.

Day	Time	Club	Age focus	Adult in charge	Starting	Notes
Mon	3 – 3.45	Choir	Yrs 3 – 6	Mrs Gibbons	07.09	£21 for 7 sessions
	3 – 4pm	Prostars Multisports	Yrs 3 - 6	Mr Kear	07.09	
Tues	3 – 4pm	GPJ Sports	Yrs 3 & 4 (1/2 term)	Mrs James	15.09	This will change during the year.
Wed	3 – 4pm	Nature Club	Yrs 3- 6	Mrs Rudd	16.09	£21 for 7 sessions
	3- 4pm	Prostars Multisports	Yrs 1 & 2	Mr Kear	09.09	
Thu	3.15 – 4pm	Judo	All ages	Mr Lott	10.09	See Mr Lott in Hall for costs & kit.

### Club Basic Rules:

- Any payments due must be made by the first session
- Children are expected to behave in an appropriate manner
- Parents must make any child collection arrangements clear and collect them promptly
- If a child decides to stop going to a club, the parent is to ensure that the adult in charge is informed

### Year 6 Secondary Transfer Info

Secondary transfer details should be with us really soon. Parents who have already gone through the process know how essential it is to get your form submitted to the authority on time. We always distribute them as soon as they are available.

### Questionnaire

Thank you to all the families who returned a questionnaire. By far the majority were very positive about Yorkley School, but that does not mean we will sit back on our laurels! I will send out a separate letter about the results and perhaps more importantly be asking parents for suggestions on how we can make some things better.

### Adult Helpers

Mrs Spooner has been co-ordinating volunteer reading adults. If you would like to be included but have not yet completed a form, please let her know you are interested. We had a fantastic response last year and it did make an impact. Please volunteer again if you are able.

### Child & Family Support

Sue Skinner will be advertising her drop-in sessions soon. She will also be offering a new parenting support group to parents as a result of the success of the last one. The parents who came found it really useful and ran sessions themselves.

Yours sincerely,

Mrs E Harris

Headteacher

If you require any newsletters or correspondence in large print, please let the school office know. ☺

# SCHOOL TERMS AND HOLIDAYS

## 2009/2010 1<sup>st</sup> edition (2<sup>nd</sup> copy)



AUGUST/ SEPTEMBER							OCTOBER					NOVEMBER									
Mon	24	31	7	14	21	28	Mon			5	12	19	26	Mon		2	9	16	23	30	
Tues	25		8	15	22	29	Tues			6	13	20	27	Tues		3	10	17	24		
Wed	26	2	9	16	23	30	Wed			7	14	21	28	Wed		4	11	18	25		
Thur	27	3	10	17	24		Thur		1	8	15	22	29	Thur		5	12	19	26		
Fri	28	4	11	18	25		Fri			9	16	23	30	Fri		6	13	20	27		
Sat	29	5	12	19	26		Sat			3	10	17	24	31	Sat		7	14	21	28	
Sun	30	6	13	20	27		Sun			4	11	18	25	1	Sun		8	15	22	29	
DECEMBER							JANUARY					FEBRUARY									
Mon			7	14	21	28	Mon				11	18	25	Mon		1	8	15	22		
Tues		1	8	15	22	29	Tues			5	12	19	26	Tues		2	9	16	23		
Wed		2	9	16	23	30	Wed			6	13	20	27	Wed		3	10	17	24		
Thur		3	10	17	24	31	Thur			7	14	21	28	Thur		4	11	18	25		
Fri		4	11	18	25		Fri		1	8	15	22	29	Fri		5	12	19	26		
Sat		5	12	19	26		Sat		2	9	16	23	30	Sat		6	13	20	27		
Sun		6	13	20	27		Sun		3	10	17	24	31	Sun		7	14	21	28		
MARCH							APRIL					MAY									
Mon		1	8	15	22	29	Mon			5	12	19	26	Mon		3	10	17	24	31	
Tues		2	9	16	23	30	Tues			6	13	20	27	Tues		4	11	18	25		
Wed		3	10	17	24	31	Wed			7	14	21	28	Wed		5	12	19	26		
Thur		4	11	18	25		Thur			8	15	22	29	Thur		6	13	20	27		
Fri		5	12	19	26		Fri		2	9	16	23	30	Fri		7	14	21	28		
Sat		6	13	20	27		Sat		3	10	17	24		Sat	1	8	15	22	29		
Sun		7	14	21	28		Sun		4	11	18	25		Sun	2	9	16	23	30		
JUNE							JULY					AUGUST/ SEPTEMBER									
Mon			7	14	21	28	Mon				12	19	26	Mon		2	9	16	23	30	
Tues		1	8	15	22	29	Tues			6	13	20	27	Tues		3	10	17	24	31	
Wed		2	9	16	23	30	Wed			7	14	21	28	Wed		4	11	18	25	1	
Thur		3	10	17	24		Thur		1	8	15	22	29	Thur		5	12	19	26	2	
Fri		4	11	18	25		Fri		2	9	16	23	30	Fri		6	13	20	27	3	
Sat		5	12	19	26		Sat		3	10	17	24	31	Sat		7	14	21	28	4	
Sun		6	13	20	27		Sun		4	11	18	25		Sun	1	8	15	22	29	5	

Term Time  Holiday  Bank Holiday  INSET

- Term 1:** Tues 1<sup>st</sup> Sept – Wed 21<sup>st</sup> Oct 2009  
(N.B. Teachers only Tues 1<sup>st</sup> Sept and 2<sup>nd</sup> Oct)
- Term 2:** Mon 2<sup>nd</sup> Nov – Fri 18<sup>th</sup> Dec 2009
- Term 3:** Mon 4<sup>th</sup> Jan – Fri 12<sup>th</sup> Feb 2010  
(NB Teachers only 4<sup>th</sup> Jan)
- Term 4:** Mon 22<sup>nd</sup> Feb – Thurs 1<sup>st</sup> April 2010  
(NB Teachers only 1<sup>st</sup> Apr)
- Term 5:** Mon 19<sup>th</sup> April – Fri 28<sup>th</sup> May 2010
- Term 6:** Mon 7<sup>th</sup> June – Fri 23<sup>rd</sup> July 2010  
(NB Teachers only 5<sup>th</sup> July)

- Summer Bank Holiday - 31<sup>st</sup> August 2009
- New Year Bank Holiday - 1<sup>st</sup> January 2010
- Good Friday - 2<sup>nd</sup> April 2010
- Easter Monday - 5<sup>th</sup> April 2010
- May Day Holiday - 3<sup>rd</sup> May 2010
- Spring Bank Holiday - 31<sup>st</sup> May 2010
- Summer Bank Holiday - 30<sup>th</sup> August 2010