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## NEWSLETTER NO. 01

**Date: 4<sup>th</sup> September, 2008**

Ref: News 01 Sept08



Dear Parents,

### Dates for your Diary

Thursday 4<sup>th</sup> September  
Tuesday 9<sup>th</sup> September  
Friday 12<sup>th</sup> September  
Tuesday 30<sup>th</sup> September  
Wednesday 1<sup>st</sup> October  
Thursday 2<sup>nd</sup> October  
Friday 3<sup>rd</sup> October  
Wednesday 15<sup>th</sup> October  
Monday 20<sup>th</sup> October  
Wednesday 22<sup>nd</sup> October  
Wednesday 22<sup>nd</sup> October  
Friday 24<sup>th</sup> October  
Friday 19<sup>th</sup> December

### School Term Dates:

Monday 27<sup>th</sup> October  
Monday 3<sup>rd</sup> November  
Friday 19<sup>th</sup> December  
Tuesday 6<sup>th</sup> January 2009  
Monday 16<sup>th</sup> February  
Friday 3<sup>rd</sup> April  
Tuesday 21<sup>st</sup> April  
Monday 4<sup>th</sup> May  
Monday 25<sup>th</sup> May  
Friday 17<sup>th</sup> July

Violin auditions (lessons start date to be advised later)  
Martial Arts Club starts today  
Lunchtime Cheerleading Club starts today – for 12 weeks  
Elm Class Bible exhibition at Baptist Church  
Willow Class Bible exhibition at Baptist Church  
Holly Class Bible exhibition at Baptist Church  
'Jeans for Genes' Mufti Day  
Harvest Festival  
Parent Consultation Evening 5 – 8pm  
Parent consultation Evening 4 – 6pm  
School photographers in for individual photos  
Free Eugene Matthias Magic Show for whole school  
Whole School visit to Grove Theatre for 1.30pm performance of Snow White

Half term week begins  
School closed for staff training  
Break up for Christmas  
Spring term begins  
Half term week begins  
Break up for Easter  
Summer term begins  
May Day Bank Holiday  
Half term week begins  
Break up for the summer holidays

We would like to welcome the children and their parents who have joined us this term, both in the 4+ and throughout the school. We hope you will soon make some good friends and enjoy your time at Watling. We would also like to welcome our new members of staff who have joined us this term: Miss D. Vitry and Miss G. Major who have joined us for the current academic year. We are very fortunate to have them for increased flexibility, teaching support and opportunities. Both are Graduate Registered Teachers who have had teaching experience in other schools and we have been entrusted as a training school to complete the very last part of their training. They will be fully supported and supervised by our teaching staff throughout their time with us and mentored by Mrs Dyke. We are sure you will make our new members of staff really welcome.

### **NEW ADMISSIONS FOR SEPTEMBER 2009**

If you are not applying on line, please return any outstanding Bedfordshire County admission forms for 2009 to the school office. It is essential they are returned by 24<sup>th</sup> September 2008, as these forms then have to be sent to County Hall for processing.

## **COMPUTER OPPORTUNITIES FOR YOU!**

We are planning to make our ICT suite available to parents again this coming year. You will have the opportunity to explore a wide range of programs and surf the internet. The dates are Thursdays between 3.30 and 5 p.m.: 9<sup>th</sup> October, 4<sup>th</sup> December, 5<sup>th</sup> February, 12<sup>th</sup> March, 21<sup>st</sup> May and 2<sup>nd</sup> July.

## **MACMILLAN COFFEE MORNING**

Message from Mrs Youngs: "The staff are planning to raise money for this worthwhile charity on Friday 26<sup>th</sup> September. If you would like to pop into school from 9.00am for a cup of tea and piece of cake, all proceeds will go to Macmillan Cancer Care. This will take place in the dining hall. Many thanks."

## **International Schools Award**

We are delighted to inform you that Watling Lower School has now been given full International School status. We would like to congratulate everybody in supporting the school in gaining this recognition and especially Mr. Gates, our International Schools Leader, for compiling the necessary evidence.

## **Gardening Club**

Mrs. Clarke is no longer teaching at Watling on a permanent basis and as such her very popular gardening club has stopped. We would be most grateful, the children especially, if any parent, grandparent or other family member would be willing to take her place and run the gardening club. This has involved a half-hour lunchtime slot supervising small groups of children planting seasonal plants and bulbs, and keeping some flower beds and containers tidy. **Please** contact the school if you are interested.

**At the beginning of each academic year we like` to mention one or two of our normal rules and procedures:**

### **Arrival at school – Year 1 – 4 children**

Please ensure that your child arrives at school between 8.45 a.m. and 8.55 a.m. when a member of staff will be on duty. The rear door opens at 8.45 and children can hang their coats up and then go to their classroom to sit quietly with a reading book to wait for start of registration.. It is quite in order for you to leave the premises to avoid unnecessary congestion by the playground doors and steps.

**4+ Unit children – Please arrive by 8.55am and wait in the walkway by the 4+ Noticeboard to be greeted by the 4+ staff.**

### **Late arrival at school –**

If your child arrives at school after 9.a.m. and the rear playground doors are closed, please report to the Office, so that we can ensure your child has his/her registration mark. We also need to note in our 'Late Book' the reason for late arrival. The Education Welfare Officer checks the 'Late book' on a regular basis, and will contact you if they have a concern about the number of 'lates' your child has.

### **Collection of Children at the end of the day -**

**Year 1 – Year 4 children**, please collect your child from the rear school playground between 3.25 and 3.35 p.m. and make sure your child has informed their class teacher that they are leaving school premises. If you know you may be slightly late (appointments etc.) please telephone the office, so that we can inform the class teacher.

**Please be prompt as after school supervision is not possible due to various staff meetings..** If your child is being collected by someone who is not on your 'contact list' please inform the office, and the teacher will be notified that you have authorised your child's collection by someone else.

**4+ Unit – children should be collected from the 4+ playground area at the front of the school by 3.20 pm.**

### **Absences –**

If your child is absent from school due to illness, or emergency Doctor's appointment, please telephone the school as soon as you can, so that we can mark the register correctly. If your child is away for more than a day, please send in a letter confirming their absence on the first day of your child's return to school.

Could we please enlist your total support in reaching our attendance target of 95.3% set for us by our Education Welfare Officer for the forthcoming year. Our performance in this area is continually monitored by OFSTED in any future school inspection. It is imperative that we all work together to achieve this target by ensuring that all children attend school regularly to enable them to access their full educational entitlement. We have been complemented on our 'good practice' and aim to build on this success. We look forward to a close working relationship in tackling this attendance target, and to your ongoing support.

#### **Sickness and Diarrhoea –**

We have been advised by the Health Protection Unit that children should be kept away from school for at least 48 hours AFTER the symptoms have stopped.

#### **Health & Safety –**

**Shoes** – please ensure that your child attends school with appropriate footwear (not trainers).

**Jewellery – Jewellery is not appropriate at school for various reasons, however if your child wishes to wear a watch, make sure it is a cheap one!**

**Earrings** – We appreciate that a number of children have pierced ears, and would recommend that you ensure they have a special pair of small studs for school use only (not expensive ones!). If earrings come out during the school day, staff are not allowed to put them back, so please make sure your child is able to put their own earrings in. Thank you.

**Long Hair** - For health and safety reasons we would ask that all long hair be tied back off the face in a pony tail, bunches, or plaits. This can help prevent the spread of Headlice in school.

#### **Headlice –**

Should you ever notice that your child has Headlice, please notify the school, so that we can alert others to be extra vigilant in the eradication of this PEST! Please do not feel embarrassed, as it is a problem in all Lower Schools.

**We do NOT name and shame.**

#### **Lost property –**

Names please on all items of clothing – this makes it easier to return items of lost property to its rightful owner. Any unnamed lost property will be recycled.

#### **School Car Park –**

Due to the limited space the car park is for School Staff Only. The only exception would be for disabled parking which has a designated area at the front of the school.

#### **Sending money into school –**

Please ensure that you send money into school in a sealed envelope, clearly marked with your child's name and class.

Dinner Money should be in a separate envelope as this is collected by the Catering Company who provide the school meals. Cheques to be made payable to "Eden Services"

#### **Dinner Money procedures-**

Dinner money should be sent in at the beginning of each week, to ensure that your child is reserved a meal. Should you get into arrears, the Catering Company will be unable to provide a meal for your child until the debt is cleared.

#### **PE Kit –**

It is normal procedure for your child's PE kit to be brought into school each Monday morning, and to remain in school until Friday afternoon. If your child's PE kit is not in school, they will still take part in the lesson in their underwear. There are occasions when we have extra activities during the school week, when PE kit may be required e.g. in school Football coaching by Luton & Dunstable Community Football Association.

**School Uniform –**

Just a reminder that the winter uniform for girls includes the option for them to wear school-style grey trousers. Other styles/colours are not considered to be 'school uniform'.

**Contact Details-**

Mrs Salter asks all parents please to make sure that our contact telephone numbers are always up to date. It is very distressing to a child when we are unable to get hold of anyone e.g. if the child is ill.

I am sorry this first Newsletter of the Academic Year is so long, but we hope this will avoid any confusion for any of our new pupils and parents, and keep our existing pupils and parents up to date if there have been any minor changes in procedures. Newsletters are posted on our school website on [www.watlinglower.ik.org](http://www.watlinglower.ik.org) , should you ever need to refer back.

Yours sincerely,

Ian Black  
Headteacher

**If you require this newsletter in alternative formats or larger print, please contact the office.**