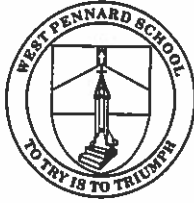


HEADTEACHER
Mrs H Burchell



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30th September 2016

Newsletter: **Autumn No 2**

Action: Whole School
Deadlines: Crèche helpers 5th October
Parents' evenings online booking starts 3rd October & closes on 9th October

Dear Parents and Carers

I am pleased to report that the children have settled well into their new classes. Our new year 6 children are setting a fine example to the rest of the school and are already proving themselves to be a real asset. They are looking forward to being hosts at our open morning. I know they will be super ambassadors for the school. Our youngest children are also a delight and seem to have taken to 'big' school with enthusiasm and enjoyment.

Our autumn term agenda is building quickly and I would like to draw your attention to a number of items.

Open Morning: Tuesday 4th October

We will be holding our annual open morning on Tuesday 4th October between 9.30 and 11.30. This is an ideal opportunity for prospective parents and members of the community to view the school at work and also an opportunity for yourselves to see your own children in their classroom setting. Therefore, if you can spare the time to come along we would be delighted to see you. We will be sending flyers to the local playgroups and advertising in the local paper. However, if you know of any friends or neighbours who may be interested then remind them of the date. I would also like to stress that although we were heavily oversubscribed last year and there were many disappointed families it was a 'boom' year for reception class children in the local area. In our experience, there are usually enough spaces after a year where we are oversubscribed so please reassure any families who may be discouraged from applying due to this factor.

Harvest Festival – Friday 7th October – 2:00pm – St Nicholas' Church

We would like to invite all parents and friends of the school to join with us to celebrate Harvest and it would be much appreciated if the children could bring in **donations of produce** to decorate the church. Please send these in with your child on the morning of **Friday 7th October** so that we are able to decorate the church in time for the service. The produce will then be left in the church until after their service when any fresh produce will be distributed by the parishioners to elderly residents.

Following the service the FWPS will be holding a **Harvest Festival coffee and cake event** in the school hall which we hope you will be able to attend. Please note that there will therefore be limited parking in the school playground.

Please note that **Reception class children will not be joining us** for the service as this is only their first term at school. **A crèche will be available in the music room** from 1:30pm for all pre-school children and I would like to encourage you to use this for your own peace of mind as well as that of others. If you are not likely to be attending the service and would be able to help with the crèche we would be pleased to hear from you - please complete the reply slip attached.

Parents' Evenings: Tuesday 11th & Wednesday 12th October – 3:30-6.30pm

We are looking ahead to our forthcoming parents' evenings. Booking will be through our online parents' evening appointment booking system – see instructions attached. Obviously appointments will therefore be available on a first come first served basis so please be aware that this system will be open from 7.00am on Monday 3rd October and will



close at midnight on Sunday 9th October. We advise that you leave twenty minutes between sibling appointments as a minimum. If you do not have access to the internet please ring the office once the appointment window has opened.

We have also decided to continue with the revised arrangements for parents' evenings which ran so smoothly last year. Your appointment will take place in the school hall but please go to your child/ren's class initially where their work will be available to view and you may also like to take the opportunity to look at the displays in the classroom. **Please arrive in good time and then make your own way to the hall five minutes before your appointment**, where refreshments will be available. There will be places to wait until your teacher is free. Appointments are limited to ten minutes to ensure that the evening runs smoothly. Should you need longer then please make a separate appointment on another day rather than take longer than your allotted time. Mrs Grant's appointments will be held in my office.

If you are unable to arrange childcare for school age pupils then they should accompany you to classes and show you their work and classroom. Pupils should not play on the playgrounds, apparatus or school field. Older pupils should wait in the hall whilst you are speaking to their class teacher. Pre-school children or babies should not attend appointments with the teachers as their presence can be distracting to all parties. If you are not able to make alternative arrangements we will be running a crèche in the library with staff on duty, **whilst the appointment takes place**. No children should be left in classrooms unattended.

We usually provide refreshments in the school hall and are very happy to continue with this arrangement. However, recently parents have run successful refreshment stalls to raise money for specified charities. **If anyone would like to run a refreshment stall for a good cause** then we would be happy to accommodate you for either one or both of the evenings. Please contact the office if you would like to take up the offer.

After School Club will take place in the music room on both evenings. On Tuesday 11th October Taekwondo will take place outside or in the ICT suite, Art Club and French will take place in the staffroom in different areas. On Wednesday 12th October 'Story Treasure Chest' will not run as Mrs Robinson is involved in parents' evening.

Parking Plea

Please respect the fact that the **'Disabled Parking'** areas in the car park should be kept clear at all times for Blue Badge holders only with their badge clearly displayed. If you hold one of these, please inform the office. Also the large bus cannot turn at the top of the lane when cars are parked too near to the church gates. Thank you.

Health notice

County have asked us to make parents aware of the NHS concern regarding measles - their message is attached.

St Nicholas' Church Weather Vane/Spire

Funds are urgently needed for repairs to the weather vane and spire of St Nicholas Church. Parishioners have put together a petition to help raise awareness of the need for funding. The petition will be available in the hall for signing on parents' evenings if you would like to support a worthy cause. Thank you.

Safeguarding

At a recent INSET day the staff all updated their Child Protection training. Although your children are secure and well supervised there are a few procedures that we need to ask for your cooperation with to ensure that there are no loopholes in safeguarding your children's safety. These are:

- Please ensure that you escort children who arrive late to the school office. Please do not drop them off and leave without ensuring we know your children are in school.
- If you are collecting your children please go to the office. The office staff will collect your children or ensure they are waiting for you.
- Children or adults should not enter the school site before 8.25am (or when I am in the playground with my hi-vis jacket on) unless they are going to breakfast club. Please do not leave children waiting outside the school gate unattended.

I look forward to meeting you all at our events.

Yours sincerely

H. Burchell

Helen Burchell

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X.....

Harvest Festival Crèche Helpers

Name

I am able to help with the crèche for pre-school children to be held during the Harvest Festival service between 1:30 and 3:00pm on Friday 7th October.

Signed

Guide to using the Parents' Evening booking system

Bookings can be made at: <https://westpennard.parentseveningsystem.co.uk/>

Parents' Evening System

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mr	John	Smith
Email Address		Confirm Email Address
john.smith@gmail.com		john.smith@gmail.com

Child's Details

First Name	Surname	DoB dd/mm/yyyy
Sarah	Smith	26/11/2005

[Login & Continue](#)

Booking available from 7am on the 3rd October until 11:55pm on Sunday 9th October, on a first come first served basis.

Step 1: Login

Please fill out all the details on the page.

Please check with the school office if you are unsure of the details that we have on file for you: 01458 832866

NOTE: The 'Child's Details' uses their preferred name.

Select a parents' evening to add appointments:



Parents' Evening

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.



Continue

Date: 24/01/2013 Time: 16:00 - 20:30

Step 2: Select Parents' Evening

Click the green tick to select the date of the parents' evening you would like to make an appointment for.

Choose Teachers

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some appointments.

Ben
<input checked="" type="checkbox"/> Mr M Labock - Class 9A
Claire
<input checked="" type="checkbox"/> Mr T Smith - Class 11
James
<input checked="" type="checkbox"/> Mrs E Patten - Class C
<input checked="" type="checkbox"/> Continue to Book Appointments <input type="button" value="Cancel"/>

Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teacher you wish to see is selected in green.

Click on the Continue button to proceed.

16:00	Book
16:05	Book
16:10	Book
Confirm & Add Message	
Optionally add a message for Dr J Lebon (Class 8E) for your appointment at 16:10:	
<input type="text" value="I would like to discuss how Sarah can improve on her recent test results."/>	
87 characters left	
<input checked="" type="button" value="Add Appointment"/> <input type="button" value="Cancel"/>	
17:10	Book

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish.

Optionally enter a short note to the teacher to help structure the appointment.

Repeat this for all the teachers you wish to see.

All Finished!

Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?

[View/Update Appointments](#) [Send Feedback](#) [Logout](#)

Step 5: Finished

You can now logout. You will receive an email confirmation of your appointments.

Message for parents

You may be aware that measles is circulating in many areas across the country; there continues to be cases in many parts of the South West. Transmission is occurring most in areas with a lower uptake of MMR vaccine; in particular parts of Devon, Somerset and Dorset. The majority of cases are of secondary school age but people of all ages are being affected. Following an outbreak in South Devon in the summer we continue to see the majority of our cases in Devon.

Measles is a highly infectious viral illness spread through coughing and sneezing and close personal contact. Most people feel very unwell but do recover completely from measles, however, on rare occasions there can be serious complications.

The first stage of measles includes a runny nose, conjunctivitis (red eyes), a cough and an increasing fever that comes and goes. A rash appears on day 3 or 4 while the individual is still feverish and miserable.

Anyone with suspected measles should be excluded from school or work until five days after the rash first appears.

MMR vaccine offers a high level of protection against measles. The first dose should be given at 12 months of age and the second with the pre-school booster, but if these have been missed it is never too late to have them. Two doses are required to provide a high level of protection. This is important for the protection of the individual and also to protect those who cannot be immunised because of age, pregnancy or an underlying medical condition causing immunosuppression. For these vulnerable people, measles can be a particularly serious disease.

If you are unsure whether your child/children have been fully immunised, you can check with your GP surgery and make an appointment to receive any doses of MMR vaccine they may have missed to ensure they have the 2 doses to provide protection against measles and also rubella and mumps.

MMR is also beneficial if given within 72 hours of exposure to the virus.

If your children do have signs or symptoms of measles, please contact your GP to seek medical advice. Please telephone the GP surgery before visiting and tell the receptionist that the person may have measles so that the surgery can ensure that arrangements are made to avoid exposing other patients to a potential infection.

Further information is available from NHS Choices:

<http://www.nhs.uk/conditions/measles/Pages/Introduction.aspx>

Information about the MMR vaccine can be found by visiting

<http://www.nhs.uk/conditions/vaccinations/pages/mmr-vaccine.aspx>