



LEY HILL SCHOOL Headteacher: Nigel Hoff

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—enjoyment—engagement—growth—

NEWSLETTER 1 Academic Year 2016-17

Welcome back to a new school year. I hope you all managed to enjoy the summer break. The staff are all well rested and eager to get into another year of fantastic learning. As always we were all very touched by the gifts that you and the children gave us at the end of term so thank you all for your kindness.

I am confident that your children will all settle into their new classes swiftly and it was wonderful on Monday to welcome back so many familiar and happy faces. We are all looking forward to the new Reception class fully starting school next week.

As always please be aware that I operate an open door policy and I am usually available at the start and end of the day for informal chats. If you need a more formal discussion this is easily arranged through Mrs Offlow, School Secretary, or directly with me.

Works during the summer

Work on our continuing upgrade plans went ahead as scheduled over the summer break.

- The foyer was redecorated
- New flooring and redecoration of the court yard entrance and stairs
- Both Early Years classrooms had new wet areas and sinks fitted
- An interactive screen was fitted in the main hall
- Year 2 was totally refurbished along with the area in between the KS 1 classrooms

I hope that you approve of this on-going project and take some time to have a look at the improvements.

We are hoping that over the next two years we will complete the upgrades to all the classrooms.

Thank you is due to Jennifer Wilson, School Business Manager, for her excellent project management.

Ley Hill Challenge - Sunday 2th October

I have attached an entry form for the annual trail run extravaganza which is the Ley Hill Challenge. This really is an excellent event with a lovely 5km course and a superb and challenging 10km trail. Please enter soon to avoid disappointment. If you want to offer help on the day for marshalling the event then please let me know as soon as possible. This is great way to get involved without having to run!



Macmillan Coffee Morning

Come and join us for coffee and home-made cakes in the school dining hall on Friday 30th September between 9 and 10.30 am. For a suggested donation of £3.00 you can enjoy the company of friends old and new, whilst supporting this worthwhile charity. Donations of cakes on the day will be most welcome and you are invited to register your cake on a board at the front of school from 3 pm week commencing Monday 26th September. Any queries to Mrs Rennard (Yr R teacher) or Daniela Bollato-Collins (parent Yr 2/4).

Rainbow Road Club

This term Mrs Randall is planning to run a Rainbow Road Club for children in KS1. The 5 week programme is centred on a set of 220 colourful cards, each with a single activity or task to be performed. The cards are grouped into various skill groups covering Sensory Motor, Fine Motor, Visual Perceptual and Memory areas and reflect the seven colours of the rainbow. Through completing a series of short fun activities for 15 minutes three times a week, we hope to see an improvement in children's physical strength, handwriting and concentration. Six children will be invited to take part in the programme via a letter to parents, and to avoid missing out on valuable lesson time, it will start just before morning bell at 8.45 am and finish at 9 am. If the programme proves popular, then it will run again after half-term. Invitations will be sent home next week.

Harvest festival and family supper

Our annual Harvest Celebration will be taking place on the morning of the **12th October**. This is always our first whole school event of the year and gives us time to celebrate and give thanks together. Due to the lack of space in the hall we will be inviting parents of Reception and Year 6 to join us. We will be asking for donations to the Harvest Table later in the term.

On the evening of the Harvest Celebration we will be again holding our **Family Sharing Supper from 6-8pm**. The idea is that we all bring a dish to share in the spirit of Harvest and have a jolly time trying each other's cooking! If you haven't been before then please come along; it is always a lovely event. I will send out further details closer to the time. Save the date!

End of the school day arrangements for Reception and KS1 children

Please can parents of children in KS1 (Reception, Year 1 and Year 2) make sure they are within eyesight, and make themselves known to their child's teacher. Please be aware that the teacher will not send your child to you until eye contact has been made with them. Equally, if you are unable to pick your child up at the end of the school day and have made arrangements for someone else to pick up your child, please can you make sure you let the school office know, preferably before 2.30pm, so they can inform the teacher.

Sickness and holiday absence

A reminder to parents who seek to take their children away during term time:

As a parent you can **request** approval from the school to withdraw your child in exceptional circumstances. These would include important family events like weddings, funerals, christenings.

You are required to seek permission (if possible) **at least one month before** the absence by letter addressed to the Headteacher.



If you are determined to take your children of school for holidays or other non-essential reasons this will be an unauthorised absence and the school will still need a letter from you.

This issue has been reported in the press several times recently and the school has an obligation and responsibility to the LEA and the Government in terms of unauthorised absence.

In a similar vein if your child is **sick**, please ensure the office is informed on the first day of sickness (by 9:15am) that they are unable to attend school and this **must** be followed up with an email to the school office on their first day back at school following their absence. If an email is not received your child's absence will be recorded as unauthorised. This is LEA policy.

Medicines in school

In the knowledge that we are requested to administer medicines to children during the school day, I thought it would be useful to include aspects of our 'Managing Medicines in School Policy', which will hopefully clarify the expected arrangements.

At Ley Hill School we will only administer medicine that has **been prescribed for a named child**.

Medication should only be in school when absolutely essential. Parents must complete a medication consent form which is kept in the school office before any medication can be administered by staff. Medicine prescribed 3 times a day or less will **not** be given in school as the recommended dosage can be taken before and after school. However, medication will be administered if the dosage is 4 times a day. Parents are welcome to come into school at lunchtime if they wish to administer medicine themselves outside of these arrangements.

All medicine should be:

- In its original container as dispensed by a pharmacist and include the prescribed instructions for administration. **Medicine not in its original packaging cannot be administered.**
- Brought to the school by parents daily (collecting medicine at the end of the day is the parent's responsibility).

Non-prescription medicines sent from home cannot be administered. Parents whose child regularly takes non-prescription medicine are encouraged to discuss with their GP, whether it is appropriate for the medicine to be prescribed.

Parking reminder at the beginning and end of the school day

I know that our location can cause problems with pick up and drop off times and that everyone makes great efforts to remain safe and within the law. However, I would like to take this opportunity, at the beginning of the school year, to remind parents of the following:

- please be aware of the movement of children around the school
- please **do not** obstruct or park in any of our neighbours' drives or entrances
- please **do not** park directly opposite the school which causes obstructions
- please **do not** expect children to cross the road on their own; the parking of vehicles frequently restricts enough vision to allow safe crossing
- please **do not** park in the either of the staff car parks
- please park further away from the school and be prepared to walk a short distance



I would also remind parents **not** to park in either of the driveways leading to the school/staff car parks. Parking in the driveways blocks access to the pavement for those parents who walk to/from school with children and makes it extremely awkward for staff members who leave the school premises at this time of day. If you have arranged for your child to be picked up by other family members/childminders, please ensure they are made aware of this too.

Lost property

At the end of last term the school had a large and overflowing cupboard full of lost property. Included in this collection are jumpers, coats, shoes, trainers and football boots. Unsurprisingly, the common denominator affecting all this clothing is a lack of name labels. To keep lost property to a minimum, please ensure that all clothing and property is clearly labelled. Thank you.

We usually put all lost property outside at the end of each half term for you to collect long lost items.

Finally I fully expect that the school will enjoy another highly successful year and I look forward to working with you all again.

Yours sincerely



Nigel Hoff
Headteacher

