



HOW WOOD PRIMARY SCHOOL  
ESTABLISHED 1968

Head Teacher: Mrs C Rowe  
Newsletter 1

5<sup>th</sup> September 2017

Dear Parents,

Welcome back! I hope that you have all had a lovely summer and your children are looking forward to the new school year. I would like to extend a big welcome to all the children joining Nursery & Reception class and to new families joining in other year groups – a special and warm hello to you all.

**How Wood School Special Recognition Award**



Our final assembly of the summer term was How Wood School's first **Special Recognition Award** Assembly. Twelve children, two from each class, received their award in front of their parents and the whole school. The children were chosen by their teacher and me for outstanding progress in an area of their learning. They each received a classic book and certificate and their name and personal achievement has been written in a special book that is displayed in our reception area.

The children who received a **Special Recognition Award** this year were:

|                     |                 |
|---------------------|-----------------|
| Oliver Myers        | Reception Class |
| Amelia Russell      | Reception Class |
| Sophie Rowland      | Year 1          |
| Kaiyon Kay-Jessop   | Year 1          |
| Jack Dingwall       | Year 2          |
| Maxwell Stevens     | Year 2          |
| Vyom Chandra        | Year 3          |
| Umayyah Ali         | Year 3          |
| Isla Tustain        | Year 4          |
| Oliver Odedra       | Year 4          |
| Tamsin Ali          | Year 5          |
| Daisy Sutherland    | Year 5          |
| William Simpson     | Year 6          |
| Harrison Auton-Lock | Year 6          |

Well done to all of you for your outstanding progress!

### **Ofsted Report**

Our Ofsted report will be available shortly and I will be sending a copy to all parents as soon as I receive it.

### **New staff**

We welcome Mrs Barnes who will be teaching Year 1 and Reception Class.

### **Start of academic year – Parent Teacher Meetings**

Please find the date and time of the Parent Teacher Meetings below. The meetings will run from **9.05-9.55am on the following days and will be held in your child's new classroom.**

***Monday 11<sup>th</sup> September – Year 5***

***Tuesday 12<sup>th</sup> September – Year 4***

***Wednesday 13<sup>th</sup> September – Year 3***

***Thursday 14<sup>th</sup> September – Year 6***

***Tuesday 19<sup>th</sup> September – Year 2***

***Wednesday 20<sup>th</sup> September – Year 1***

At the meeting teachers will provide information about topics to be covered this academic year, give general class-organisation arrangements and share other relevant information for individual classes. This information has already been shared with Reception and Nursery parents.

It is important that all parents attend if possible so that they can find out about the year ahead.

### **Communication**

The new texting service will commence during September and I am sure that this will really help to improve communication between school and parents. I will send a welcome text to let all parents know that we are 'live'.

### **Safeguarding**

Due to the need for tighter security in school a new coded entry system has been installed in the reception area. The doors to the hall and the corridor to the right of reception are no longer accessible to visitors without being 'buzzed' in by the office staff. I hope that you will appreciate that this is for the safety of your children and that we still operate an 'open door' policy

### **Attendance**

The Department for Education has made it clear that '**Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances**'. Head Teachers do not have the discretion to allow up to 10 days in a school year for a family holiday or to agree extended leave for parents to visit their country of origin.

You will no doubt understand that as the Head Teacher I have a duty, along with the school Governors, to promote the highest attendance levels possible. The school is set very high attendance targets by the Government; and our attendance data is regularly scrutinised by the Local Authority and Ofsted and is one of the factors by which they measure the success of the school. The academic progress of a child, whatever his/her level of academic ability, will be adversely affected if they miss

school. If a child is unwell then they should not come to school, but if, in addition, they have other time off school, then this will definitely have a detrimental effect on their progress. ***Please take this into consideration when planning trips in the future***

If you believe your circumstances may be exceptional, then please discuss your request with me before making final plans. I will review each request for absence carefully, consulting with the Local Authority's Attendance Improvement Officer where and if necessary, and give you an answer as soon as possible. If you need to make a request for leave, then please download a holiday request form from the school website or school office. We ask that all requests are put in writing using the form at least two weeks prior to any leave.

The overall attendance record of the vast majority of our pupils is very good and I very much appreciate your support in respecting and supporting the school's policy on attendance. ***The policy can be found on the school's website. Part of our new policy outlines the requirement for all parents to provide a written note or letter explaining their child's absence. Staff will actively be requesting letters and it would be most helpful if parents could send this letter in with their child when they return to school.***

***May we also remind you that if you need to collect your child from school for any reason, they must be signed out and signed in if returning to school on the same day.***

I have included a reminder of school dates for the coming year; please keep these dates in mind when making any arrangements for holidays. Term dates for 2018-19 will be shared in January 2018.

### **Absence and illness**

If your child has been physically sick, he/she should be kept at home for a period of **48 hours**, to prevent the spreading of infections. We will endeavour to contact parents of any pupils who are away from school (unless we have been previously informed). Please let the office staff know of any absence before 9 am to save Mrs Gooch or Mrs Clarke from having to make a call. As part of our new Attendance Policy all pupil absences must be followed up by a written note or letter.

### **Parent / Teacher Consultations**

Parent/teacher consultation sessions will be held in the week before the October and February half-term holidays. This term the consultation sessions will be on Tuesday 17<sup>th</sup> October 3.30-6pm and Thursday 19<sup>th</sup> October 5-8pm. Dates for February 2018 consultations will be sent out at a later date.

Parents will have a third opportunity to meet formally with the teachers, if they wish, at the end of the academic year, to discuss the annual written report. Parents of children who have additional needs are invited to Child Review Meetings which are held termly. During these, we discuss what is working well for your child and formulate a plan for next steps which involve the school and the family.

You will be aware that we encourage an open door policy at the school, so if you have any queries or concerns, do speak to class teachers or myself. It is always preferable to meet with teachers after school, rather than before school. Alternatively, you can call the school office to make an appointment.

## **General reminders**

### **Punctuality**

It is important that all children attend school regularly and on time each day. Please ensure that your child is in the playground before the whistle is blown at 8.50am, (8.45am for Nursery children) allowing sufficient time for your journey to school, so that a prompt start can be made. However, as the playground is not supervised before 8.40 am, I would ask that children **do not arrive** at school before this time. If your child arrives at school after 8.50am they should report to the school office, so that the register is accurate. We finish at 3.15pm each day; it is helpful if you are here to collect your child promptly at 3.15pm. Older children who are walking home by themselves should leave promptly.

### **End of the day arrangements**

Children in Year R to Year 2 must be collected by an adult from the infant playground. Children in Year 3 & Year 4 must also be collected from outside their classroom.

Children in Years 5 and 6 are dismissed from their classrooms at the end of the day. Please ensure your child knows what arrangements have been made.

### **Coming into and leaving school**

It is extremely important that all children and parents use the pathway and not the driveway to come into and leave school. I do appreciate this is quite a narrow pathway, however the driveway must not be used as pedestrian access. It can give mixed messages when parents use the driveway rather than the pathway at the end of the day when leaving the school. Please can all parents help keep our children safe by staying on the pathway.

Children who ride scooters and bikes should dismount by the school gate and walk their bikes and scooters down the pathway. ***It is also important that pre-school children who come into school do not use scooters or bikes in the school car park or along the path up to the office.***

The entrance to the school should not under any circumstances be used for turning cars round or dropping children off. I would like to remind all parents not to use the yellow zig zag area for parking in the interests of keeping all our children safe.

### **Important Notice to all Parents about the School Car Park**

A reminder that parents are not permitted to use the car park at any time of the day. This includes picking up or dropping off children from clubs including the Time Out Club.

### **Uniform**

**Please note:** Plimsolls are not suitable for outside PE so we ask that children are provided with trainers for outside PE sessions.

### **School uniform**

School uniform is now available online although we do still have a small amount of stock in the school office.

Please see the link below for our online page at Mapac schoolwear.

<http://www.mapac.com/education/parents/uniform/howwoodprimaryschoolal22hu>

You can use the link on our school website on the uniform page to go directly to the Mapac website. A click and collect service is available from their shop in Watford. (The address details are on the Mapac website).

You can also order uniform via telephone on 01923 255525.

### **Resources**

Due to the continued budgetary constraints, I am asking all parents to provide children with the following resources:

- Pencils
- Coloured pencils
- A Pritt stick/glue stick

We will no longer be providing children with a water bottle and ask that your child brings their own bottle to school. There will be cups in every class for children who do not come to school with a water bottle.

### **Office**

The school office is opened from **8.15pm to 5pm term time only**. Please do not call into the office outside of these hours. The school's answer machine is always switched on and it is possible for parents to leave a message outside these times. Your support is appreciated.

### **Snacks**

A reminder that if the junior children bring in a mid-morning snack it should be a healthy one and consist of a **piece of fruit**. Crisps, chocolate biscuits and sweets are not acceptable. The infant children will continue to receive a 'free' piece of fruit or vegetable at break time each morning. **As there are some children across the school with nut allergies we ask all parents not to send in nut based products.**

### **Photographs and filming**

Please remember that any photographs taken of children in school productions, assemblies, sports days and other events are solely for your own personal use. As a school community, we must always put the safety of all children first. With this in mind I would like to clarify;

- Any filming/photographs that parents take will be for personal use only.
- Images must not be uploaded onto any public Internet sites, such as Facebook, You Tube etc.

### **Payment of any money**

Any money, cheques, etc for any school events or trips **must** be put into an envelope with your child's name and class clearly marked on it. The envelope should be handed to the class teacher if your child is an infant. Junior children should hand the envelope to their class teachers at the beginning of the day. This will help to reduce congestion in the office area during the morning session. At all times, our preference is to receive any payments in the form of cheques.

### **Reward and Certificate system**

#### Weekly Rewards

Each week your child's class teacher will be issuing three special certificates which will be given out in our Celebration Assembly on Thursday mornings. The certificates are:

**Star of the Week**- linked to behaviour

**Learner of the Week**- linked to work

**Worker of the Week**- linked to effort

#### Head Teacher's Certificates

Throughout the school all children will work towards gaining merits for learning, effort and behaviour which will be awarded by class teachers. Once a child gains ten merits they will receive a Head Teacher Certificate, which will be presented in our Celebration Assembly. The first Head Teacher's Certificate will be Bronze, followed by Silver and then Gold. Children achieving 40 merits will receive a Platinum certificate and for 50 merits – diamond!

All children are aware of our merit system which provides a consistent and shared approach for rewarding learning, effort and behaviour. I look forward to giving out the first Head Teacher's Certificate of the new academic year later on in the term.

#### Praise Post Cards

In addition to Head Teacher's Certificates for achieving merits, children who are sent to me by their teacher for excellent learning will receive a Praise Postcard in the post. This is always a lovely surprise as the children are not aware that they will receive this reward until it arrives by post.

#### Head Teacher Award

My Head Teacher Award is given to children who have achieved over and above what is expected. Children are presented with a medal and a certificate in our Celebration Assembly.

#### Special Recognition Award

How Wood School Special Recognition Award is awarded at the end of the academic year in the final assembly of the summer term. Parents of the children are invited and their child's achievement is shared with the whole school in this very special assembly. Two children from each class - Reception to Year 6 – are chosen by their teacher and me for outstanding progress in an area of their learning. They are presented with a classic book and certificate and their name and personal achievement is written in a special book that is displayed in our reception area.

## **Clubs**

We will be running a number of clubs for children both during the school day and after school. Please look out for letters in your child's school bag.

## **Key dates for the term**

I have included a list of key dates for the term. Further information about the various forthcoming events will be sent out to relevant classes. ***It is important that all parents read newsletters regularly so that they are aware of all events and any changes that may take place.***

## **Autumn Term 2017**

Half-term – Monday 23<sup>rd</sup> October to Friday 27<sup>th</sup> October

Children back to school – Monday 30<sup>th</sup> October to Tuesday 19<sup>th</sup> December 2017

Monday 27<sup>th</sup> November 2017 - Occasional Day

## **Spring Term 2018**

Children back to school – Wednesday 3<sup>rd</sup> January to Friday 9<sup>th</sup> February 2018

Half-term – Monday 12<sup>th</sup> February to Friday 16<sup>th</sup> February 2018

Children back to school – Monday 19<sup>th</sup> February to Thursday 29<sup>th</sup> March 2018

## **Summer Term 2018**

Children back to school – Monday 16<sup>th</sup> April to Thursday 24<sup>th</sup> May 2018

May Bank Holiday – Monday 7<sup>th</sup> May

Friday 25<sup>th</sup> May – INSET Day

Half-term – Monday 28<sup>th</sup> May to Friday 1<sup>st</sup> June 2018

Children back to school – Monday 4<sup>th</sup> June to Friday 20<sup>th</sup> July 2018

Monday 23<sup>rd</sup> July – INSET

Tuesday 24<sup>th</sup> July – INSET

Wednesday 25<sup>th</sup> July - INSET

**Please keep handy for future reference- additional dates and changes will be shared on future newsletters. Please ensure you read all newsletters carefully.**

## Key Dates for the Autumn Term 2015

| Date   | Event   |
|--|---|
| Wednesday 11 <sup>th</sup> October 10.30am                     | Harvest assembly (All parents welcome-subject to space in the hall) |
| Tuesday 17 <sup>th</sup> October 3.30-6pm                      | Parent Consultations  |
| Thursday 19 <sup>th</sup> October 5-8pm                        | Parent Consultations  |
| Thursday 19 <sup>th</sup> October                              | Black History Curriculum Enrichment Day                             |
| Friday 20 <sup>th</sup> October                                | Black History Curriculum Enrichment Day                             |
| <b>Monday 23<sup>rd</sup> - Friday 27<sup>th</sup> October</b> | <b>Half Term</b>  |
| Friday 17 <sup>th</sup> November                               | Curriculum Enrichment Day<br>Anti-Bullying                          |
| <b>Monday 27<sup>th</sup> November</b>                         | <b>Occasional Day ( School closed )</b>                             |
| Tuesday 5 <sup>th</sup> December 10.30am                       | Foundation Stage dress rehearsal                                    |
| Wednesday 6 <sup>th</sup> December 6pm                         | Foundation Stage evening production                                 |
| Friday 8 <sup>th</sup> December - Time TBC                     | Aladdin Pantomime. Whole School Trip to The Alban Arena – St Albans |
| Tuesday 12 <sup>th</sup> December 10.30am                      | Key Stage 1 dress rehearsal   |
| Wednesday 13 <sup>th</sup> December 6pm                        | Key Stage 1 evening production                                      |
| Thursday 14 <sup>th</sup> December 1pm                         | Christmas lunch   |
| Friday 15 <sup>th</sup> December                               | Christingle assembly (Y3 parents invited)                           |
| Monday 18 <sup>th</sup> December                               | Christmas class parties   |
| Tuesday 19 <sup>th</sup> December - <b>Finish at 1.30pm</b>    | Last day of term  |

### Assemblies

Parents are invited to their child's class assembly at 9am. Nursery, Reception, Year 1 and Year 2 will not be sharing an assembly as they will be performing an end of year Christmas production.

| Date                              | Class  |                 |
|-----------------------------------|--------|-----------------|
| Friday 29 <sup>th</sup> September | Year 6 | Parent Assembly |
| Friday 13 <sup>th</sup> October   | Year 5 | Parent Assembly |
| Friday 10 <sup>th</sup> November  | Year 4 | Parent Assembly |
| Friday 24 <sup>th</sup> November  | Year 3 | Parent Assembly |