



Newsletter

Issue 1

8th September 2014

Welcome Back Everyone

Dear Parent / Carer / Pupil and Neighbour

Welcome to the new academic year and to the first week of the Carlisle and Hampton Hill Federation! It is a really exciting time for everyone involved with these two excellent schools and I am looking forward to the many opportunities that the Federation will bring to the children, parents and staff.

It has been a very busy summer in both schools and I am delighted that both sites are 'ready to go'!

Well done to Mr Cunningham and Mr Parry and their cleaning teams for doing a great job over the holiday.

At Carlisle, the kitchens have been completely renovated to increase the capacity for the universal school meals which began yesterday. Year 2 indoor shared area has been decorated and the playground has been resurfaced (markings will go down in a few weeks).

At Hampton Hill, there has been a major reorganisation of our group teaching rooms and building work has created four new teaching spaces in the Art and Design centre, old PTA outside store and the old stockroom.

We welcome a number of new teaching staff to the federation, Mr Rose, Miss Johnston, Miss Mullings and Miss Rafferty at Hampton Hill and Miss Owens and Mrs Davidian at Carlisle.

We also welcome Miss Charlton, Mrs Deegan and Ms Buddell to the office team at Hampton Hill. We wish them all a long and happy association with the schools.

I am delighted that we have a very strong senior leadership team, with Mr Went and Mrs Appleyard at Hampton Hill and Mrs Allum and Mrs Jaloszynski at Carlisle. Together, with our Business Manager, Mrs Parkin and myself, we are the Federation Strategy Team and will oversee all that happens across the two schools. We also have a new team of year group leaders who will oversee all that happens within their year group – these are;

Reception	Mrs Holloway	Year 3	Miss Matthews
Year 1	Mrs Flavelle	Year 4	Mrs Cahill
Year 2	Miss Lewis	Year 5	Mr Ellard
		Year 6	Miss Rafferty

In addition, Mrs Jaloszynski will be the Maths curriculum leader and Mrs Appleyard, the English curriculum leader, across both schools. Mrs Pearce will be the new school SENCO at Hampton Hill and Mrs Byrd will continue with this key role at Carlisle.

Excellent communications will be a key target of the Federation. To this end, we are in the process of upgrading both school websites (but will continue to use the present ones for the next few weeks). There will continue to be a weekly newsletter each Thursday, which will also be on the website.

This week, there will be two newsletters to communicate all the key information that parents need to know. Today will focus on safety, procedures and routines. Thursday will provide dates for the term, feedback on parent surveys and curriculum information.

I will write a federation aspect to each week's newsletter and Mr Went and Mrs Allum will add information specific to each school.

I look forward to seeing you all during the next few weeks, in the playground or at various meetings and events.

Yours sincerely

W.K. Jerman

WK Jerman
Executive Headteacher

Welcome back from me as well, I hope you all had a wonderful summer.

I would like to thank Mr Cunningham and his team for making the school look wonderful for the start of the new academic year. I would also like to thank all of the parents/carers and children that helped with our chickens over the summer.

As you will be aware, we are now not allowing scooters in the playground at all and we have already noticed a difference in safety both in the mornings and afternoons. Thank you for your cooperation with this.

We are really looking forward to an exciting year ahead, please read on for important reminders.

Yours sincerely,

Karen Allum
Head of School

Important Reminders



Security: It is essential that all visitors to the school ensure that they have 'signed in' on arrival. This provides an accurate record of who is on site in the unlikely event that we need to evacuate the building. The signing in book and a visitor's labels can be found just inside the main entrance. All visitors must wear a visitor's label.

Contact Telephone Numbers: Please make sure you inform the school office of any change of address or contact phone numbers. Occasionally we are asked by parents for another parent's phone number if, for example, a child's after school arrangements have to be changed. If your phone number is ex-directory or you do not wish us to share your phone number with others in the school community please let the school office know.

Post box outside main entrance: There is a grey post box outside the main entrance to the school. If you have anything for the school please post it here in an envelope clearly marked with your child/ren's name, class and what is inside the envelope.

Important Reminders con't...



CSA Post box: There is also a green post box outside the main entrance to the school which is for dedicated CSA post. This includes forms for events, community notice board queries and anything else relating to the CSA.

Please can we ask all parents and carers to put school post in the grey post box and any CSA post in the green post box.

Food in School: Carlisle is a health promoting school committed to giving children consistent messages about all aspects of food to promote the health and well being of every child. We ask parents not to put fizzy drinks, chocolate bars or sweets in children's packed lunch box. ***In the interests of children with nut allergies packed lunches should also be nut free.***

PE Kit : Children will need a PE kit for their lessons. These can be purchased from School Days & Just Dancing in Whitton and comprises: black shorts and a grey t-shirt. You can also purchase a PE kit bag (Years 1 & 2).

Access to the school building: The main entrance should only be used for access to the Head and Deputy Head of School, School Office or Medical Room. To avoid congestion access to the classrooms is always from the playground. Please note that the school **must not** be used as a thoroughfare. Pushchairs and prams must be left outside the school doors.

The Playground: The activity frame and trim trail are **only** for use during the school day under supervision from a member of staff. The equipment may not be used by any child or sibling before or after the school day begins. Please note that for safety reasons scooters and bikes may not be ridden in the playground. Cycle racks and storage for scooters are provided at the front of the school. However, we can take no responsibility for equipment left here.

School Admission for 2014: If you have a child due to start school next September please make sure you contact your borough admissions department for application details. Online applications are being encouraged and you can apply from September 1st, the deadline for applications is Thursday January 15th 2015. Application forms for Y3 will be sent out as soon as we have received them.

School Uniform: Just to remind you that school uniform can be purchased from School Days & Just Dancing, 94 High Street, Whitton, TW2 7LN, 020 8898 4881

Safety at Carlisle: For health and safety reasons can we please remind parents that dogs are not allowed on to the school premises, nor should they be left tied to the school fence or the railings outside the school as this contravenes by-laws and still poses a potential risk to children as some are wary of dogs.

In the interests of the whole school community, your continued support and co-operation with the above is appreciated.

Class Information Meetings

Class Information Meetings: You are invited to meet with your child's teacher(s) at the beginning of term at the following times:

Badger, Fox & Hedgehog Class – Year 1 **Wednesday, 17th September @ 2.45**

Kingfisher, Owl & Swan Class – Year 2 **Thursday, 18th September @ 2.45**

Your class teacher will talk about:

Procedures and expectations
Home reading book

P.E.
Reading diaries

You will be given a Year 1/Year 2 Information Booklet to take away with you, and this provides additional information. There will also be an opportunity to bring any questions or queries you may have.

The meetings will take place as a year group in the hall and as space is limited, if possible, please arrange for younger children to be looked after for this time. Please note that entry to the school is through the front doors only. We look forward to seeing you.

Bertie Bin

Unwanted Clothes And Shoes

Our school is still collecting your unwanted items for reuse and recycling. We can take;

All paired adult, children and baby trainers, boots, sandals and shoes.

All adult children and baby clothes, bed linen, towels and curtains.

Our Bertie Bin is located in the CAR PARK.



By bringing your old clothes and shoes into school you will be giving them a new lease of life, raising funds for the school and also helping the environment. Thanks to you we've already raised over £2000 through the scheme and we need to collect 1 tonne per year in order to keep Bertie, so the more you feed him the better!

Cake Sale Dates 2013-2014

Kingfisher	2 nd October 2014
Owl	13 th November 2014
Swan	4 th December 2014
Badger	15 th January 2015
Oak	12 th February 2015
Fox	5 th March 2015
Willow	16 th April 2015
Hedgehog	14 th May 2015
Maple	11 th June 2015

Notices!

School Meals

You will already know that Carlisle is now offering universal free school meals to all children. The school will still require one week's notice if your child/ren would like to change from meals to packed lunches or vice versa. This is due to the kitchen needing to know what to order for the following week. We appreciate your cooperation with this.

Afterschool Clubs

If you would like your child to participate in one of the afterschool clubs please see the office for forms as many of the clubs still have places. At Carlisle we offer the following clubs:

Monday – Bollywood, Multisports and Chess
Tuesday – Jumblerama
Wednesday – Tennis & Dance
Thursday – Gymnastics
Friday – Football

Class Reps

If you would like to act as one of the Class Reps for the school year 2013-2014 then please forward your name to Lou Blair (Chair CSA) via the school office.

As well as providing a valuable link between the parents and what is going on both with the CSA and the school, it is great fun and a brilliant way to meet your fellow class parents and other parents throughout the school.

For a fact sheet detailing what is involved in being a Class Rep please take a look at the school website.

Autumn Term Dates for your diary

September

Wednesday 17th – Information Meeting Y1
Thursday 18th – Information Meeting Y2
CSA 2nd hand uniform sale
Friday 19th – CSA new reception parents coffee morning
Thursday 25th – Don Rae Dance Workshop

Naming personal items/clothes

It is essential that all of your child's belongings are named, especially school uniform. All lost unnamed property will be placed in the yellow wheelie bin at the front of the school. Please check this regularly as any uncollected items will be recycled at the end of each term.

Any items that are brought into school i.e. games, toys etc are brought in at your own risk. You should ensure that any items are clearly and permanently named.

Online Payments

We are unable to offer this facility at the moment as we are in the process of changing bank accounts. Please make any payments to the school with cash or cheques into the school office. We will notify you when the online facility is available again.

We apologise for any inconvenience.

Party Sweets & cakes etc.

Please be advised that parents and carers are asked not to send party sweets, cakes, biscuits etc. into school when it is their child's birthday.

In the interests of children with food allergies or those who are not able to bring sweets, cakes etc. in to school we do not support this practice. We celebrate each child's birthday in class when they receive a sticker and write their name in the birthday book to mark their special day.

Your support with this is appreciated.

Attendance & Absence 2014-15

As everyone is settling well in to the new term, we thought it would be a good time to remind you of our policy on attendance and absence.

There is clear evidence that poor attendance has a definite impact on children's learning and progress at school. We expect attendance rates to be 95% and above.

If a child has 95% attendance, this still equates to nearly **two** weeks absence in a year.

If a child has 90% attendance, this still equates to nearly **four** weeks absence in a year.

If a child has 85% attendance, this still equates to nearly **six** weeks absence in a year.

Holidays during term time

To ensure that there is continuity of education for your child, in line with Government policy, we expect that all family holidays be taken within the specified school holiday periods.

PLEASE NOTE THAT DUE TO RECENT CHANGES IN LEGISLATION, THE SCHOOL WILL NOW BE UNABLE TO AUTHORISE ANY HOLIDAY IN TERM TIME.

Absence from school

We are required to include details of any unauthorised absences on a child's report, and it may be that these figures will be published on a school basis at a later date.

It is therefore vital that you:

- a) **Phone** to inform us if your child is going to be absent. There is an automated answering system in the school office to report absences and there is an answering machine when the office is closed. As part of our responsibilities to safeguarding, if your child is absent without a reason and we have not heard from you before 9.30am then you will receive a phone call from the school office asking for the reason for absence. **Please do not email** as emails are not picked up before the registers are done.
- b) Please, also send us **written** confirmation on your child's return as to the reasons for their absence. Failure to do so will mean that your child will be recorded as having an unauthorised absence.
- c) The school, together with the Education Welfare Service closely monitors the school's attendance registers. Attendance is monitored for punctuality and patterns of absence as well as overall attendance levels. Where absence drops below 85% or there are other areas of concern with a child's attendance the Education Welfare Service will be informed and likely to become involved.

Punctuality

It is your responsibility to make sure that your child is in school on time i.e. in the playground before 9.00am. The school day starts at 9.00am. If your child arrives at school after 9.30am your child will be coded as 'late after the registers have closed' and this will count as an **unauthorised absence**. It is very upsetting for a child to be late as they "come in" on a lesson already underway and may have missed key points of the curriculum and any special instructions that the Teacher has already given to the rest of the class. If your child is late in to school they must report to the office so they can be marked in the register and you will also be asked to sign them in. Where repeated lateness occurs we will inform the Education Welfare Service.

Appointments during the day

We have an increasing number of appointments being made during the school day. We would ask that all doctors/dental appointments be made out of school time to ensure the maximum continuity in learning for your child.

On the rare occasion that this is not possible, a change in the Borough procedure means that we now require evidence of any GP/ dental and hospital appointments made during the school day. You may ask the surgery for a print out of your appointment card which will then need to be brought into school and evidenced.

Please ensure that you complete the relevant section in the Absence and Lateness Book.

All parents must report to the school office by the library when coming to collect their child. A member of the office staff will then collect the child from the classroom and you will be asked to sign your child out of school. The same arrangements are in place if you wish to collect your child during lunchtime or break time.

Please let us know in writing if your child will be attending any school Open days or entrance exams.

We are committed to your child's care and welfare and would really appreciate your support and co-operation.