



# The Abbey CE VA Primary School

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Grove Road  
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Herts  
AL1 1DQ

4 September 2015

Dear Parents,

Welcome back to the start of the new school year, and a very warm welcome to the two new children who have joined Abbey School this week in Key Stage 2 (Seren in Year 4 and Alex in Year 5) and to the new Reception children and their parents. I hope you have all had a wonderful holiday.

We have launched straight into the autumn term with a prompt start to lessons in the mornings. The children have settled in wonderfully well to their new classes, including our 30 new Reception children who have coped very well with their first mornings. Attached to this newsletter are the Autumn Term Diary Dates and Clubs List. Please print these off and refer to them as the term progresses as all key information is contained. These documents will shortly be available on the school website.

Next Thursday we will resume attending our weekly service in the Cathedral's Lady Chapel with Father Richard, taking our new Reception children. Parents are welcome to attend and sit in the back two or three rows. We do however politely request that parents allow their child to remain in their class line and order as the children process down the aisle to ensure that the staff can supervise the children easily and parents can wave from their seat.

### **Safety reminders from Mr Davey, Site Manager, to keep our children safe**

- Please ensure that you and your child use the freshly marked path around the car park or the pedestrian gate on Grove Road, rather than using the driveway which is dangerous.
- Bicycles/scooters must not be ridden in the school grounds and children should keep to the marked pedestrian paths and store in the bike racks provided.
- Children are not allowed to play on the bank outside Year 1 or on the play equipment in the school grounds before and after school. Please ensure that pre-school children also follow this rule.

Parents are reminded that parking in the school car park is not allowed. The car park gate will be closed at 8.45am each morning until 3.30pm. This is to increase security for all children and staff on site. Please park safely using your Parking Permit, parking either in our school lay by on Grove Road or in the Pay and Display parking bays on Holywell Hill for 30 minutes at drop off and pick up times. Cars not displaying their permit or dangerously parked on the double yellow lines in Grove Road will be ticketed by the traffic warden.





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For those parents who drop off children for the before school breakfast club we ask that you do not park in the bays at the top of the car park which are now designated for staff parking. For increased security, the front door of school will be closed at all times and entry to the school will be made through ringing the School Office bell. There is now a secondary bell for communication with the breakfast club to gain entry to the school building.

## **Staffing Arrangements for 2015/2016**

Please see below the staffing arrangements for this year:

### **Key Stage 1**

Reception Miss Felstead (Early Years Practitioner Mrs Duffin)

Year 1 Mrs Hare (formally Miss Bennett)

Year 2 Mrs Easby and Mrs Kendall

### **Key Stage 2**

Year 3 Miss Dunn

Year 4 Mrs Yates

Year 5 Mrs Cole

Year 6 Mrs Clerc

## **Who can you speak to if you have any concern?**

If you have any concerns regarding your child's learning or progress please speak to your child's teacher in the first instance and then a meeting can be arranged or do so via the School Office. If you wish to speak to the Special Educational Needs teacher, Mrs Tully, this can also be done via the class teacher or via the School Office. Mrs Tully works on a Tuesday and Wednesday only and will be happy to discuss any concerns you might have.

After speaking to your child's teacher, if you still have concerns, you can speak to the Key Stage Leaders. Miss Felstead is the head of Key Stage 1 and Mrs Clerc is the head of Key Stage 2 and appointments can be made via the School Office.

Miss Felstead is the deputy headteacher and will be happy to assist in my absence or to discuss any serious concern you may have that you feel have not or cannot be dealt with by the class teacher. Appointments to see the headteacher can be made via the School Office after speaking to the class teacher.

## **Newsletters**

Newsletters are usually sent out once a fortnight, sometimes more frequently at the start or end of a term, and always contain important information for parents. A copy is put on the school website. Please keep Mrs Upton in the School Office updated if your email address changes.

## **St Albans School Partnership**

As in previous years we are fortunate to have the opportunity of a partnership scheme with the St Albans School. As part of their community cohesion, the school offer us free specialist teaching in a number of areas on a Friday afternoon. Our Key Stage 2 classes will benefit from this partnership and I hope that the children enjoy this enrichment to the curriculum, we are very grateful to St Albans School for providing us with this opportunity.



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This year, Year 3 will enjoy weekly French sessions here at school all year, Year 4 will enjoy weekly art lessons at St Albans School in the first half of the spring term. During the whole summer term, Year 5 will participate in weekly Science sessions at St Albans School and Year 6 will enjoy weekly DT sessions at St Albans School.

Our Friday afternoon PE sessions with Mr Morgan will continue to be supported by Sixth Form students from St Albans School who are keen sportsman and woman and enjoy supporting the children in their skills and have proved to be excellent role models. Some St Albans School Sixth Form students also support children in the classroom which has proved incredibly helpful.

## St Albans School Partnership Swimming

We use St Albans School's swimming pool for weekly Key Stage 2 swimming lessons. Year 4 will swim in the autumn term. Year 5 will swim in the spring term and Year 3 will swim in the summer term.

## School Lunches

The school menu remains unchanged until the end of October. As you know, your child can enjoy school dinners, home packed lunch or a combination of the two here at school. If your child would like to change their meal pattern, please email the School Office ([admin@abbey.herts.sch.uk](mailto:admin@abbey.herts.sch.uk)) the changes so this can be adjusted for you.

## Free School Meals

If you currently receive one of the following benefits you may be eligible for Free School Meals:

- Income support
- Income-based jobseeker's allowance
- Income-related employment and support allowance
- Pension credit (guarantee credit)

Child Tax Credit with a taxable income of no more than £16,040 and not in receipt of working tax credit, you may also be eligible to receive Free School Meals and other educational benefits:

- Help with music fees
- Help with Year 6 cycle training fees
- Help with transport
- Help with Year 6 School Journey costs
- Weekly 1:1 tuition with a qualified teacher

Even if your child does not wish to have a school meal please still make an application and take full advantage of all the other benefits on offer. The system for applying for free school meals changed earlier in the year and it is now much easier to apply. All you need to do is fill in your application form online or phone the Customer Service Centre and the rest will be done for you.

Your application will be processed within 7 days. To apply log on to [www.hertsdirect.org/freeschoolmeals](http://www.hertsdirect.org/freeschoolmeals) or phone the Customer Service Centre on 01438 737370 or 01923 471370.

The details of families who qualify for Free School Meals always remain confidential. Any school age children of families who qualify will receive weekly 1:1 tuition in school to support or extend their learning by a qualified teacher which has proven to have a very high impact. This support will continue for up to six years after the family no longer qualify if their circumstances change.



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## **Snacks**

A Government initiative entitles all children in Reception, Year 1 and Year 2 to receive a free piece of fruit or vegetable each day, which they eat during their mid-morning break. Junior children may bring in prepared fruit or vegetables (carrot/celery etc) or a healthy cereal bar. Sweets, chewing gum, biscuits, crisps and nuts are not allowed.

Children who bring in a packed lunch from home must ensure that it does not include products containing nuts to ensure allergic children do not come into contact with nuts in any way.

## **Peripatetic Music Lessons**

For those of you whose children have music lessons in school, please return your instrumental lesson forms and pay for this terms lessons as soon as possible.

## **ANNUAL REMINDERS**

In order to get the new academic year off to a good start, here are a few reminders:

Timing of the school day:

- Morning arrival in school from 8.45 am
- Start of school day 8.55 am. There is no supervision before 8.45 a.m.
- End of school day 3.20 pm

Please ensure your child(ren) arrives punctually in the morning. Children who arrive after 8.55am will have their minutes late recorded in the register. Arrivals after 9.30 am without a valid reason (e.g. hospital appointment) will be counted as an absence. If children miss the beginning of a lesson, it will affect the progress they and the rest of their class can make in that lesson.

If for some reason you are unable to collect your child punctually at 3.20 pm (e.g. in traffic jam) please phone the school to notify us of the delay before 3pm. Children will be asked to wait in the library, and parents should come to the front door of the school to collect their child.

## **Home School Agreement**

All families have received a copy of our Home School Agreement. Parents and children have agreed to the document by coming to school. Please refer to this document to remind yourself of the Golden Rules and the School Rules which will be applied by all staff consistently.

## **Behaviour**

We endeavour to create a happy learning environment and to emphasise caring behaviour at every level. The children are encouraged to care for each other and for the school. To ensure a consistent standard of good behaviour throughout the school, we have adopted the following 'Golden Rules' with an emphasis on positive behaviour:

1. We are gentle. We don't hurt others.
2. We are kind and helpful. We don't hurt anybody's feelings.
3. We listen. We don't interrupt.
4. We are honest. We don't cover up the truth.
5. We work hard. We don't waste our own or other's time.
6. We look after property. We don't waste or damage things.



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## **Our School Rules**

While there has always been an emphasis on the positive aspects of pupils behaving with care, courtesy and consideration from other people and their property, there is a legal requirement to bring a formal set of rules to the notice of pupils and parents. These rules are published in our Home School Agreement.

1. Verbal or physical intimidation is not permitted.
2. Pupils should arrive no earlier than 8.45 a.m. and wait on the playground until called by the duty member of staff. Children should enter the school by classroom doors at 8.55am.
3. Children should leave no later than 3.30p.m. except with the Headteacher's knowledge and prior permission. Children who have not been collected by 3.30 p.m. will wait in the library. Pupils attending after-school clubs should be collected promptly at the appointed time via the front door.
4. The car park and adjacent grassy area by the railings are out of bounds to children and no bicycles/scooters may be ridden in the school grounds. Children should keep to the marked pedestrian path.
5. All children are required to wear smart school uniform and school PE kit. No jewellery may be worn except wristwatches and small stud earrings and loose hair must be tied back. Hair gel and make up and nail varnish is not permitted.
6. Articles of value or money are not encouraged to be brought into school with the exception of cash payments for school dinners, milk, swimming, trips, fundraising events etc.
7. Similarly, no items of an offensive nature may be brought to school. This includes knives, guns, fireworks etc, as well as inappropriate items of an 'adult' nature.
8. Mobiles phones may only be brought into school in accordance with the school mobile phone use agreement.
9. Sweets, chewing gum, biscuits and fizzy drinks are not permitted. Fruit, healthy cereal bars or prepared vegetables may be eaten during morning break. Nuts are not permitted as snacks. Named water bottles are allowed in the classrooms.
10. Packed lunches may only be eaten in the dining hall, unless specific permission has been obtained to eat elsewhere e.g. school picnic days. Glass containers and canned drinks are not permitted. Lunches should be brought in a sealed, well-labelled box.
11. Children eating school dinners are not permitted to bring extra food or drink as these are provided.
12. Children are expected to speak politely and with respect to all adults and children in the school.
13. Running in school is not allowed - children are required to walk quietly in school.
14. Children must change into indoor shoes when inside school and walk to and from school in their black school shoes, which must have an enclosed toe and not be fashion shoes. Children who attend an extracurricular sporting club, out of hours, may leave the premises in full sports kit.

## **School Uniform**

**ALL CLOTHING, SHOES AND BAGS MUST BE CLEARLY AND PERMINANTLY LABELLED WITH CHILD'S NAME**

### **Boys**

Light blue polo shirt

Navy blue embroidered sweatshirt (Obtainable through Stevensons)

Grey trousers or grey tailored shorts

Grey or black socks

Sensible closed toe black shoes

Black indoor plimsolls

Winter: a warm waterproof coat is necessary

All year: A waterproof coat/cagoule to be kept in school



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## **Girls**

Light blue polo shirt

Navy embroidered sweatshirt or cardigan (Obtainable through Stevensons)

Navy blue skirt or navy blue pinafore dress or navy blue smart trousers or navy blue tailored shorts

Summer: A blue and white checked dress (Optional)

Grey, white or navy blue socks

Grey or navy-blue tights

Black indoor plimsolls

Sensible closed toe black shoes - non heel or slip on

Winter: a warm waterproof coat is necessary

## **Girls (Contd)**

All year: A lightweight waterproof coat/cagoule to be kept in school

Navy blue or white hair ties for long hair and all hair accessories to be navy blue or white

PE (Both boys and girls)

White plain T-shirt (polo or round neck)

Embroidered school sports hooded jumper (Obtainable through Stevensons)

Navy blue shorts

Trainers

Navy blue or white hair ties for long hair and all hair accessories to be navy blue or white

## **Please note:**

- Trousers, skirts and dresses can be purchased from the uniform departments of chain stores or Stevensons. Trousers reflecting 'high street' fashion or jeans style are not acceptable.
- Children need three pairs of shoes in school for indoor and outdoor wear. These should include one pair of black plimsolls, one pair of black leather school shoes and a pair of trainers for outdoor P.E.
- No jewellery, however, one pair of stud earrings and a watch are allowed.
- Long hair must to be tied back at all times. No makeup or nail varnish to be worn.
- No hair gel/ hair colouring or stencil designs.
- In the summer, sunscreen should be applied before school and a fabric sun hat can be worn. Sunglasses are not allowed.
- If the weather is wet or the ground is muddy children may walk to or from school in a pair of wellington boots.
- An embroidered navy school fleece and an embroidered fleece lined waterproof coat for outdoor wear are available through Stevensons. These are optional garments as is a navy blue basketball cap, also obtainable through Stevensons.

School uniform can be purchased from:-

Stevensons

131-139 Victoria Street

St. Albans

Hertfordshire

AL1 3XS

Tel: 01727 853262

Online at <http://www.stevensons.co.uk>



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### **Child Protection**

The welfare and care of each child is a responsibility shared by all who work in the school. If any concerns are raised that a child may be suffering from abuse or neglect, we have a legal obligation to report this to the Children, Schools and Families service.

The Headteacher is the Child Protection Officer and Mrs Clerc (Year 6 teacher) is the Deputy Child Protection Officer. Updated child protection training is offered to all staff and governors. All adults coming into contact with children in the school have been DBS and disqualification checked.

I wish you all a nice weekend.

Best wishes

Miss Emma Fenn  
Headteacher