



# The Abbey CE VA Primary School

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**Grove Road**  
**St Albans**  
**Herts**  
**AL1 1DQ**

9 September 2016

Dear Parents,

Welcome back to the start of the new school year and a very warm welcome to the three new children who have joined Abbey School this week in Key Stage 2 (Pascha Soames, Year 3, Kristian Tunstall and Larissa Subakaran, 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. Previously circulated this week, the Autumn Term Diary Dates and Autumn Clubs List are essential documents. 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 and paper copies can be collected from the School Office.

## 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.

## Thursday Collective Worship

Our children enjoy a daily act of collective worship which takes place either in the school hall or in the Lady Chapel, where the whole school comes together to reflect in silence. We resumed attending our weekly service in the Cathedral with Father Richard this week. Our new Reception children will join us in their third week of school (Thursday 22<sup>nd</sup> September). Parents are welcome to attend and sit in the back two rows organ side and back three rows opposite to allow all the children and staff to sit down. We do politely request that parents allow the school children to remain in their class line and order as they process up and down the aisle to ensure that the staff can supervise the children easily allowing parents to wave from their seat.

The Lady Chapel is just right for the whole school to be together to worship, but the high ceilings and open space make the sounds carry and noise can distract those children who read the lesson or lead any prayers. It is important to encourage the children and build their confidence so if any of the younger pre-school children at the back are disturbed, perhaps parents could take them out for a little while until they are settled. Thank you for your understanding.

## Are you a competent pianist? Do you have a free hour on a Thursday morning from 9am every three weeks?

A plea from our music teacher Mrs Price for pianists or organists for Thursday's Collective Worship. You do not need to be an experienced organist, just competent pianist to play the small organ in the Lady Chapel, Mrs Price can show you the ropes. We have a rota and it usually equates to playing once every three weeks and the hymns are mostly from Come and Praise. Please email the School Office for further details.





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## 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 9.30am 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.

### Who can you speak to if you have any concerns about your child?

If you have any concerns regarding your child's learning or progress, please speak to your child's teacher in the first instance and a meeting can be arranged via the School Office. If you wish to speak to the Special Educational Needs teacher, Mrs Yeldham, this can also be done via the class teacher or via the School Office. Mrs Yeldham works on a Monday and after half term she will also work on a Tuesday morning and she 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 deputy headteacher, Miss Felstead and appointments can be made via the School Office. As deputy headteacher, Miss Felstead 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 or appointments to see the headteacher can be made via the School Office after speaking to the class teacher.

### Grove Road Parking-Plea from neighbours

Parking for drop-off and pick-up has always been problematic, both for the school community and for residents. The summer annual reports contained your new parking permit which is valid for one academic year, September 2016 to July 2017.

Neighbours in Grove Road are very upset and frustrated with cars blocking their driveways and garages, particularly at the end of the day. They have requested parking patrol to investigate and ticket cars parked illegally, no matter how short a time. I have reassured neighbours that I continually ask parents to park in Holywell Hill and our layby only. Please do be considerate and safe when parking in designated areas only.

Please note, our parking permits are **NOT VALID** in **Pondwick's Crescent** or in **Grove Road**. Please do not park in front of residents' garages or in their residents' parking bays in Grove Road. **Please do not pull up or park on the double yellow lines or the pavement in Grove Road.**

I would also like to remind parents that stopping in the middle of the road while your child/children get out of the car is not safe for your children, or others around you. Cyclists have been witnessed cycling the wrong way down Grove Road which is a danger to all.

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

- Please ensure that you and your child use the 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 grassy banks outside 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.
- Parents should not use the carpark entrance as a pedestrian entrance as it is not safe



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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 a secondary bell for communication with the breakfast/afterschool club to gain entry to the school building.

## 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.

## After School Club at Abbey School

Lindees, who provide our Breakfast Club, now run an afterschool club here at school Monday-Friday from 3.20-5.20pm. Children can attend from 1-5 days per week, each session is 2 hours long and the cost details and registration form were recirculated to all parents this week.

For the club to be viable, ten children would be needed each day. The club will run all autumn term and at Christmas the decision will be made if the club can continue all year. If numbers are too low the club will end at February half term.

At this moment in time, this club is not looking viable, particularly on a Thursday and a Friday as today there are no children attending. If this is something you think you might need now or in the future we need to ensure that numbers are high enough to allow Lindees to cover their staff costs. In the week of the 19<sup>th</sup> September all our children will be fulltime. At this point we will look at the numbers attending and reevaluate the situation on a Thursday and Friday particularly. This provision has been requested by parents and I am surprised that the numbers are so low. I would like to see attendance grow as there is no alternative option and the governors and I will assume there is no longer a need for afterschool provision.

## Abbey school Job Opportunity

The Abbey Primary School is looking for a midday supervisor to help with the supervision of children during the lunch break from 11.50am to 1.05pm at an hourly rate of £7.20. Applicants who are interested in either 1 to 4 days per week (Tuesday-Friday), please contact Mrs Upton in the School Office for further details 01727 851802 or [admin@abbey.herts.sch.uk](mailto:admin@abbey.herts.sch.uk).

## Baby News!

I am delighted to report the safe arrival of two beautiful baby girls over the summer holidays. Teachers, Mrs Clerc and Mrs Hare commenced maternity leave at the end of the summer term and both babies and mothers are doing really well, even though sleep deprived! I showed the children the photos below in assembly and 80% of the children matched the correct baby to the correct mother!



Baby Poppy Clerc



Baby Amelie Rose Hare



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## **Abbey Friends' Parents Association Committee Meeting – 8pm Wednesday 5th October, Year 2**

A new academic year always brings new and exciting challenges to our school community. For the Abbey School Friends' Association this means re-grouping, inviting existing/new parents to consider joining the team to raise important funds for our school. Steve Samols, last year's Friends' Chair, had a very successful final year in post and the committee welcome Shirley Anderson as the new Chair.

The Abbey Friends' Association consists of a very enthusiastic bunch of parents, constantly striving to come up with new as well as maintain popular fundraising ideas. Yearly successful fundraising events has enabled the school to replace/update equipment around the school, purchase sets of computers and laptops for the school as well as playground markings and playground equipment. Shirely and I look forward to seeing you at the very first meeting of the year over a glass of wine and remember that all parents are automatically members of the Friends' Association!

## **Abbey School 'Late Summer Soiree' Fundraiser**

The date of our first Abbey School fundraising event of the year is fast approaching, Saturday the 24<sup>th</sup> September 2016. The event will be held at school from 7.30pm-12am for parents to dance the night away! Tickets, costing £20, are available to reserve via the School Office, you will then pay for your ticket(s) via Schoolcomms gateway. The committee will be looking for auction promises from parents next week, so be prepared with your ideas!

## **Abbey School Volunteers**

The staff of The Abbey Primary School are very pleased to welcome and engage with voluntary helpers who are keen to work alongside them in school. We believe it is of great value to the children and to the whole school community. It is important that the relevant roles are fully understood from the outset in order to avoid any blurring of roles and to ensure confidentiality for all children.

In support of this, the school ensures that volunteers are appropriately vetted and provided with training, guidance, support and supervision. As a school we are committed to safeguarding and promoting the welfare of the children in our care; we expect all staff and volunteers to share this commitment. If you wish to help in school with 1:1 reading, school trips and the swimming rota, you may well be asked to undergo a DBS check (Disclosure and Barring Service, previously the Criminal Records Bureau check) and you will be asked to complete a childcare disqualification declaration form and read and sign our Volunteer Policy and Agreement which can be found on our school website.

If you would like to volunteer this year, please complete the attached volunteer questionnaire and the staff will see if their needs match the offers of help. You will be required to attend a Volunteer Meeting to discuss the details of the Volunteer policy and why it has been introduced to safeguard all. Please look out for dates of these sessions in newsletters, the next session will be on Friday 30<sup>th</sup> September 1.15-1.45pm.

## **Home School Agreement and Behaviour**

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.

We strive 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. It is essential that there is mutual respect towards all members of the School community and that adults are role models to the children with the behaviour that is displayed by all who enter the school building.

To ensure a consistent standard of good behaviour throughout the school, we have adopted the following 'Golden Rules' with an emphasis on positive behaviour for the children:



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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.

## 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.

<b>Abbey School Rules</b>	
<b>1</b>	Pupils should arrive on the school grounds no earlier than 8.45am. KS2 children must wait on the supervised playground until 8.55am when the school day begins. KS1 children go straight to class between 8.45-8.55am.
<b>2</b>	Children must be collected promptly at 3.20pm when school ends and leave the grounds no later than 3.30pm except with the Headteacher's prior permission. Children not collected by 3.30pm will wait in the library. Pupils attending after-school clubs should be collected promptly at the appointed time via the front door.
<b>3</b>	Children who arrive after 8.55am must be accompanied to the front door of school by an adult. Children who arrive after 9.10am must be signed into school by an adult. Pupil absence must be reported by 9.30am, otherwise unauthorised. School lunches can be ordered up to 10am, otherwise home packed lunch will be required.
<b>4</b>	Verbal or physical intimidation and aggression is not permitted on the school grounds.
<b>5</b>	The playground equipment and grassy areas are out of bounds to all children before/after school.
<b>6</b>	No bicycles/scooters may be ridden in the school grounds.
<b>7</b>	Children must keep to the marked pedestrian path around the school site and carpark.
<b>8</b>	The carpark is for staff parking only.
<b>9</b>	All children are required to wear smart school uniform and school PE kit. No jewellery may be worn except a wristwatch and a small pair of stud earrings. Loose hair must be tied back and hair accessories should be blue and discrete. Hair gel, make up and nail varnish are not permitted.
<b>10</b>	Children must change into black plimsolls 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 sports kit.
<b>11</b>	Mobiles phones may only be brought into school in accordance with the school mobile phone use agreement.
<b>12</b>	Articles of value or money are not encouraged to be brought into school with the exception of cash payments for fundraising events when it must be given to the teacher at the start of the day.
<b>13</b>	No items of an offensive or dangerous nature may be brought to school. This includes knives, guns, fireworks, lighters etc., as well as inappropriate items of an 'adult' nature.
<b>14</b>	Dogs are not allowed on the school grounds, apart from guide dogs.
<b>15</b>	Pupils must follow with all instructions from all staff and fully participate in all educational activities.
<b>16</b>	Children and adults are expected to speak politely and with respect to all and to comply with the home school agreement.
<b>17</b>	Running is not allowed inside school or around the site – children are required to walk and line up quietly.
<b>18</b>	Fruit, healthy cereal bars or prepared vegetables may be eaten during morning break. Sweets, chewing gum, biscuits and fizzy drinks are not permitted. Children should not share their food. Nuts are not permitted in school at any time. Named water bottles are allowed in the classrooms.
<b>19</b>	Packed lunches may only be eaten in the dining hall, unless permission given. Glass containers and canned drinks are not permitted. Lunches should be brought in a sealed, well-labelled box. Children eating school dinners are not permitted to bring extra food or drink. Children must not share food.
<b>20</b>	Children should come to school with all equipment needed for the day, including homework, reading book, PE/swimming kit, packed lunch and musical instrument as appropriate.

Yours sincerely

Miss Emma Fenn  
Headteacher