



The Abbey CE VA Primary School

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Grove Road
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16th October 2015

Dear Parents

Parents' Evening

Parents' Evening this term will be on Tuesday 20th and Thursday 22nd October. This is an opportunity for parents to have a ten minute appointment with their child's class teacher and if you wish our SENCO Mrs Tully in the School Hall. These meetings are for parents only. **There will be no supervision for school age or pre-school children on site.**

Appointments will run strictly to time to allow parents to organise child care arrangements off-site, potentially with other parents. We politely ask that children do not come into the hall as seven appointments will run simultaneously and children may affect the quality of the discussions taking place. We are confident that Parents' Evening will provide sufficient space with regard to confidentiality and privacy for the seven teachers and the respective parents in the School Hall. Mrs Tully will conduct her meetings just off the hall in the Practical Room.

How the evening will run

The evenings will take the same format as last previous years. Teacher's time keeping will be precise to assist parents with out of school child care arrangements. We ask that all parents enter and exit via the main entrance of school where the Grove Road pedestrian gate will be open. After school football and dance club will take place as normal, although children will have to be collected from the external door by Year 5 and there will be no entrance via the hall. Dance and Cheer club will take place in the Year 6 classroom.

The consultation meetings will take place for all classes in the hall with the children's books available to browse in the KS1 classrooms:

Reception classroom: Reception, Year 1 and Year 2
Year 1 classroom: Year 3 and Year 4
Year 2 classroom: Year 5 and Year 6

We politely ask that all the children's books/trays are left in the classroom. Please ensure that you are waiting in the Library in advance of your appointment time by a few minutes. From here the Headteacher will collect you to allow all appointments to start not only promptly, but collectively in the hall to eliminate disruption.





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To keep to time, a bell will be rung to indicate the last minute of appointment time. (If at this point you feel further time is needed, please contact the School Office who will be happy to assist you in making an additional appointment straight after school in the following half-term.) The next set of parents will then be escorted into the hall ready to start their meeting on time.

Harvest Service

Our Harvest Service is on Thursday 22nd October. The Service is held in the crossing at St. Albans Abbey at 9.15am, to which parents, friends and families of pupils are warmly invited. Once again we are supporting the Bishop's Harvest Appeal this year 'Building Hope and Opportunity for All'.

In the past we have supported "Open Door", which provides a night shelter and a day centre for the homeless in St Albans. This year we will be delivering our Harvest offerings to St Albans and District Foodbank (based in Harpenden) where charities such as 'Open Door' shop for their supplies.

Children are asked to bring to the Abbey harvest offerings that are particularly useful to the shelter, which are as follows:-

- Rice, breakfast cereals
- Milk (UHT or powdered)
- Tinned meals e.g. curries, stews, meat, soup, puddings, vegetables, fruit
- Tea, coffee, sugar, fruit squash, cartons fruit juice
- Jams, honey, marmalade etc
- Biscuits, snack bars
- Toiletries – toilet rolls, toothpaste, shampoo, shaving foam, towels, flannels.

The centre has indicated that they do not need donations of pasta or tinned tuna.

I would be grateful if any parents with a car are able to deliver the boxes of items we have collected to St Albans and District Foodbank, The Russell Building, Rothamsted Research, Harpenden, Herts, AL5 2JQ from 12pm that day. Please let the School Office know if you are able to do so. We are also looking for a volunteer to assist school governor, Linda Marchment, receive the items at the Abbey at 9.10am as the children arrive at the Abbey.

Parents who wish to donate to this year's Bishop's Harvest Appeal may do so by sending cash or cheque in a clearly marked envelope "BISHOPS HARVEST APPEAL". We will then pass the donations on to Bishop Alan. There will be a retiring collection at the end of the service for adults only.

Harvest Festival seating

The seating will run as it has done for the last few services in the crossing. The children in Years 4, 5 and 6 will sit in the choir stalls. Parents are invited to sit by the High Altar. Reception and Year 1 will sit in the crossing by the pulpit. Year 3 will sit opposite the pulpit and Year 2 will be spilt on both sides of the crossing. Parents with prams may find it difficult to sit by the altar and may prefer to sit closer to the Rose Window, behind the children, where steps will not cause an issue.



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We thank you in your advance for being sensitive of the school children's needs whilst they are singing, performing and praying. We understand that seating is tight, but we thank you in advance for your patience with allowing the school children to be seated before any spare seats behind the children are filled by parents with prams.

School Orchestra Live on Radio

On Monday at 11am an excerpt from our school orchestra's July concert at St Peter's Church in St Albans was played on Verulam Radio. The lunchtime concert was in support of Grove House Hospice. The School band, orchestra and Year 6 soloists performed and were impeccably behaved and wowed the audience with their musical ability. During an assembly last week we listened to the radio excerpt and felt very proud to hear our talented children performing, whilst raising funds for charity.

SCHOOL FUND CONTRIBUTIONS

Each year, The Governors and I kindly ask parents to consider making a voluntary contribution to the School Fund. We are very grateful to parents who make these donations as this enables the school to finance, or subsidise, a wide range of curriculum activities and resources, which benefit all children within school.

The Government Gift Aid Scheme allows tax to be reclaimed on any gifts made to a charity by UK tax payers, at no extra cost to you. The school is registered as an exempt charity for tax purposes. If you are a UK tax payer, it makes a considerable difference to the amount of money the school has at its disposal. If a declaration is held on file at school the tax can then be reclaimed. (A gift of £10 will become £12.50 and a gift of £15 would become £18.75). If you are a tax payer, please consider completing the Gift Aid declaration on the back page of your admission booklet.

We offer parents the opportunity to be able to give a small, regular amount on a monthly basis using a Standing Order directly into the School Fund account. Please use the following bank details to set up a standing order using Internet banking if you feel you are able to do so. Just £2 per month can make a big difference to the opportunities we can provide.

Account Name	The Abbey CE VA Primary School
Bank	Barclays
Sort Code	20-17-19
Account Number	50528013

I wish you all an enjoyable weekend.

Kind regards

A handwritten signature in black ink, appearing to read 'E Fenn', written in a cursive style.

Miss E Fenn
Headteacher