



The Abbey CE VA Primary School

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Dear Parents,

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 8.45am
- Start of school day 8.55am. (There is no supervision before 8.45am)
- End of school day 3.20pm

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. Children must be brought to the front door of school after 8.55am and signed in after 9.10am by an adult.

If for some reason you are unable to collect your child punctually at 3.20pm (e.g. in traffic jam) please phone the school office 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. The school office is staffed until 4.30pm everyday.

Home School Agreement and Behaviour

All families received a copy of our Home School Agreement in their annual reports in the summer term or new starter pack. It is also on the school website www.abbey.herts.sch.uk on the policies page.

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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Our Golden Rules

We believe in working together for excellence for all. We have six **Golden Rules** to help us do this.

<i>Do be kind and thoughtful</i>	<i>Do not hurt people's feelings</i>
<i>Do be gentle</i>	<i>Do not hurt anyone</i>
<i>Do look after property</i>	<i>Do not waste or damage things</i>
<i>Do listen to people and show respect</i>	<i>Do not interrupt or be rude</i>
<i>Do work hard</i>	<i>Do not waste your or other people's time</i>
<i>Do be honest</i>	<i>Do not cover up the truth</i>

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 and form part of our school behaviour policy.



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Abbey School Rules	
1	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.
2	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.
3	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.
4	Verbal or physical intimidation and aggression is not permitted on the school grounds.
5	The playground equipment and grassy areas are out of bounds to all children before/after school.
6	No bicycles/scooters may be ridden in the school grounds.
7	Children must keep to the marked pedestrian path around the school site and carpark.
8	The carpark is for staff parking only.
9	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.
10	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.
11	Mobiles phones may only be brought into school in accordance with the school mobile phone use agreement.
12	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.
13	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.
14	Dogs are not allowed on the school grounds, apart from guide dogs.
15	Pupils must follow with all instructions from all staff and fully participate in all educational activities.
16	Children and adults are expected to speak politely and with respect to all and to comply with the home school agreement.
17	Running is not allowed inside school or around the site – children are required to walk and line up quietly.
18	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.
19	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.
20	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.



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Rewards

Rewards are consistently applied throughout the school. Rewards cover the broadest possible range of academic and non-academic achievement. They are managed so that **all** pupils are valued. There are many kinds of reward used in the Abbey School and form part of our behaviour policy, also available on the policy page of the school website. They fall into three categories:

Social Rewards

- Praise from adults
- Praise from other children
- Smile
- Thumbs up
- Applause from peers
- Opportunity to sit in a chosen place
- Being first in the line
- Choosing a friend to work with
- A simple thank you

Activity rewards

- Responsibilities in the classroom (e.g. monitors, giving out books etc.)
- Golden time
- Showing good work to Headteacher
- Showing good work in school sharing assembly

Material rewards

- Smiley faces, stars, rubber stamps, stickers, positive comments on work
- Well done stickers from teachers/Headteacher
- Examples of good work shared with other teachers/classes
- House points (Key Stage 2)/Table Points (Key Stage 1)
- Good work labelled and displayed around the school
- Golden Time reward system
- Extra playtime

House Points

The Key Stage 2 House Points are shared and celebrated each Friday in assembly. The KS2 children are divided between Houses: Matthew, Mark, Luke and John. All new junior children have been allocated a House and the photographs have been displayed in the hall of each House.

The children are working towards having the highest number of House Points each week and then the House with the highest number of winning weeks will have a non-uniform day towards the end of each half term.

The children have agreed the following guidelines with me on this awarded non-uniform day:

- Long hair down? Tied up for PE/swimming
- Hair gel? Yes but not if swimming
- Fancy dress? –Yes
- Jewellery? –No
- Own shoes? –Outside only
- Nail varnish? –No
- Make up? - No
- Hair coloured? –No
- Tattoos? - No



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A **Star of the Week** is awarded each Friday for exceptional work, kind deeds, evidence of working towards targets in each class. The Star of the Week badge is presented in Friday's Sharing Assembly and a certificate is emailed home explaining why it has been awarded.

The badge is to be kept for one week and can be worn on the child's school uniform and then returned to the class teacher on Friday morning. Over the course of the academic year we aim to be able to award this at least once to each child to celebrate their successes, therefore roughly a third of the class will receive the Star during the summer term.

An **Abbey Shield** is awarded to two children each half term in each class for sustained exceptional work, kind deeds, evidence of working towards targets shown throughout the half term, term or longer.

The Abbey Shield enamelled badges are presented during the last day of each half terms Sharing Assembly. These badges are for the children to keep and wear on their uniform for their time at school.

A laminated certificate is also presented to the child in the assembly detailing why the award has been presented. Each academic year twelve Abbey Shields are presented to each class and it is anticipated that as a child moves through seven years at Abbey School they have the opportunity to receive two or three. The first Abbey Shields of the academic year will be presented at the end of this half term in October.

Mobile Phones

We discourage the use of mobile phones on the school grounds by children. Children should not bring mobile phones into school unless absolutely necessary. If brought to school by children in Years 5-6 they must be handed to their teacher at 8.55am and they must not be turned on until the children are off the school grounds.

Children in Year 5 or 6 received in their July report envelope our mobile phone use agreement. Children below Year 5 are not allowed to bring a mobile phone to school. The mobile phone agreement has been devised by staff, parents and Governors.

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.

This half term, Year 3 will enjoy weekly Friday afternoon art lessons at Abbey School delivered by St Albans School art teacher Mr Proctor and sixth form art students, with Miss Dunn in attendance.

In the second half of the autumn term and the first half of the spring term, Year 3 will enjoy French sessions here at school on a Tuesday afternoon with St Albans School French teacher Ms Bower, with Miss Dunn in attendance.

For the entire summer term, Year 5 will participate in weekly Science sessions and Year 6 will enjoy weekly half a term of DT and half a term of drama 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 classrooms which has proved incredibly helpful in the past.



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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.

Upcoming Friends Events

- **Saturday 30 September:** Race Night! £10/ticket including food. Doors open at 7.30pm with the first race at 8pm. Tickets on sale by the boat next week, or see your rep
- **Friday 6 October:** Cake Sale and second hand uniform: Year 1, 5 and 6 to bake
- **Wednesday 18th October:** Friends Meeting in Year 2 classroom -8pm
- **Friday 3 November:** Popcorn Night for the Abbey School children: 3.30-5pm (Trolls movie) Key Stage 1 children will watch in the Year 1 classroom and Key Stage 2 will watch in the Year 4 classroom to make use of the new screens
- **Saturday 18 November:** Adult Disco, dress to impress. 7.30pm until midnight
- **Saturday 2 December:** Christmas Fair, 12-3pm (VOLUNTEERS NEEDED!)
- **Friday 12 January:** Abbey School Children's disco –
Key Stage 1: 3.30-4.30
Key Stage 2: 5-6pm
- **Friday 23 February:** Quiz Night (tickets to be purchased in advance). Doors open at 7.30pm for an 8pm start

Have a wonderful weekend.

Yours sincerely

Miss Emma Fenn
Headteacher