



The Abbey CE VA Primary School

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Grove Road
St Albans
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29th September 2017

Dear Parents

Individual School Photographs

Individual and family photos will be taken on Monday 2nd October.

Family photos are scheduled to start at **8am**; this is where pre-school children can have a picture taken on their own or with their sibling. If parents wish to take up this offer, parents must enter via the front door of school which will be opened at 8am by Mr Hollick. Parents are asked to wait in the school hall, but not access other parts of the school due to breakfast club. **Please note, school aged pupils must be in class by 8.55am, via their classroom door, to ensure lessons can start promptly.**

Children with a sibling at the school will have a sibling picture taken in addition to an individual one during school hours.

- Please make sure the children have clean and suitable socks/tights which comply with our school uniform regulations, as they will remove their shoes for the pictures.
- Clean white socks for the girls and grey or black socks for the boys.
- Please also make sure your child has a clean school sweatshirt or cardigan, with the Abbey School logo, not the school fleece which is an additional item.
- Long hair must be tied back.
- Hair bands or accessories should be blue and subtle.
- Only Abbey Shield or Star of the Week badges to be worn if you wish.

Parents' Consultation Evening

Parents' Evening will be on **Tuesday 17th and Thursday 19th October**. The School uses an easy-to-use online appointment booking system. Mrs Yeldham, our SENCO, is available on Tuesday 17th October (3.40-5.30pm) and appointments can be made to see both your child's teacher and Mrs Yeldham if your child has Special Educational Needs.

These 10 minute meetings are for parents only. There will be no supervision for school age or pre-school children on site. Appointments will run strictly on time to allow parents to organise childcare 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.





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Job shares

At least one class teacher will be present at every consultation appointment and some appointments may have both teachers available. All the job share teachers will read from jointly written notes, prepared in advance.

Parents with more than one class teacher (job share) will not be able to specify which teacher they see. We are not able to specify on the system which teacher/s will be present on which day. Please note the parentseveningsystem will show one of the teacher's names but this may not necessarily be the teacher you will end up seeing on the night. The reason for this is that the system has a pre-populated column heading which cannot be adjusted.

Consultation notes for parents

All teachers will read from prepared in advance written notes, highlighting strengths and areas for development in English and Maths and behaviour and social information.

Reception parents will be informed of general comments and personal, social and emotional development and physical development strengths and areas for development.

All parents will take home a paper copy of the notes the teacher is reading from to assist parents supporting their child at home. The teachers will discuss next week the possibility of having the notes made available to parents as they enter the building for consideration just before the 10 minute appointment with the teacher. We will update you on this following the staff meeting.

When can you make an appointment online?

Appointments can be made from Tuesday 3rd October from 7am and will close on Monday 16th October at 7am.

Should you wish to make any changes after 7am on Monday 16th October, please contact the School Office. Please do not swap appointments between parents. Please visit <https://abbeyprimaryschool.parentseveningsystem.co.uk> to book your appointments.

Everything you need can be found on the school website on the Parent Information tab, followed by Key Information and then Parent Consultation Evenings. Please login with the following information: Child's legal first name, Child's surname and date of birth.

If you are unable to attend the set evenings?

A 10 minute consultation to meet with the class teacher can be arranged via the School Office after October half term in person straight after school one day or via the telephone. Please note, this appointment would still be 10 minutes.

For families with separated parents or extended families that are unable to attend together, a separated parent is welcome to request a phone consultation in addition to a parent attending in person. Please make your request to the School Office and this will be coordinated for the parent after the October half term.

How to prepare for the consultation?

Reception parents/new parents to Abbey School – Think about any questions or concerns you may have and wish to be answered. Your teacher will prompt you for these at the start of the meeting.

Reception children's Building Books will have been sent home before the consultation for you to look at together at home and celebrate the achievements of your child. This may prompt some questions.



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Years 1-6 parents – Think about any questions or concerns you may have and wish to be answered. Your teacher will prompt you for these at the start of the meeting.

Also, look back at your child's annual report from July 2017 and look at the next steps for Reading, Writing and Maths that your teacher wrote in bold in the 'next steps' box. From looking at the children's books on display consider if these have been met or still relevant and you can discuss this further with the class teacher if you wish as your child may need to continue to strive to meet these targets.

The previous February 2017 parent consultation sheet may also prove useful to look at in advance to see what last year's class teacher wrote in October 2016 and February 2017 and consider if the same areas for development are relevant.

How will the evening run?

The evenings will take in the same format as previous years. Teachers' 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.

The consultation meetings will take place for all classes in the hall with the children's books (Years 1-6) available to browse in the Key Stage 1 classrooms:

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

- 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 the library, the Headteacher will collect you to allow all appointments to start not only promptly, but collectively in the hall to eliminate disruption.
- 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.

Assessment Information

At the end of each term in Years 1-6, the teachers will assess the children's level of attainment in Reading, Writing and Maths using the phrases:

- **Securely within ARE (Age Related Expectations)**
- **Working broadly within ARE**
- **Working below ARE**
- **Working above ARE**

For children in Years 2-6, there will be an early indication of their current attainment in Reading, Writing and Maths. This will be based on their end of summer assessments and early initial assessments made in the first few weeks of term. This will be on the consultation note using the phrases above.

The February 2018 consultation forms will indicate the end of autumn term assessments for children in Years 1-6, again using the phrases above. The summer annual report to parents will indicate the final May assessment.



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Appointment Sub Dean

The Dean and Chapter of St Albans Cathedral and the Bishop of St Albans are pleased to announce the appointment of the Reverend Abigail Thompson as Sub Dean of the Cathedral with effect from February 2018. Abigail will be formally installed as Canon on Saturday 24th February 2018. We had a very moving farewell to Father Richard on Thursday in the Lady Chapel.

Abi is currently Vicar of St James, Clifton in Rotherham, and Dean of Women's Ministry for the Diocese of Sheffield. She graduated in Music at Kings College London and in Theology at Westcott House Cambridge. She also holds both ABRSM Grade 8 Piano and ABRSM Grade 8 Singing and before ordination was a youth worker and freelance professional singer. She served her curacy at Sheffield Manor Parish.



The Dean of St Albans said, ' Abigail is a very experienced priest, a very engaging and attractive person and an excellent pastor who has worked in some of the church's most challenging parishes. She will be the first female residentiary canon of the cathedral, and we very much look forward to welcoming her.

The Reverend Abigail Thompson said "I am extremely excited about joining the team at St Alban's and contributing to the life of the Cathedral. I have already been made to feel enormously welcome and look forward with great joy to getting to know the people of this community and praying alongside them."

Harvest Service

Our Harvest Service is on **Thursday 12th October** led by Mother Sally. The Service will be 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- Full of Beans!

'Transforming rural communities in the Philippines as they discover and work together on income-generating opportunities.'

As with last year, we will be delivering our Harvest offerings to St Albans and District Foodbank (based in Harpenden) whose mission is to bring communities together to end hunger and poverty in our area by providing compassionate and practical help with dignity.

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

Things St Albans and District Foodbank needs:

Tinned meats, fish, carrots, sweetcorn, peas, tomatoes, potatoes, soup and fruit
Desserts
Cooking sauces
Tinned rice pudding
Tinned custard
Rice (max size 1kg)
Cereals (not large box sizes)
Longlife fruit juice and milk
Instant coffee (pref 100g size)
Teabags (max size 80 bags)
Jam
Biscuits (packets not tins)
Toiletries, cleaning and sanitary products



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Items should be unopened, in date and in good condition please.

Things St Albans and District Foodbank doesn't need:

Fresh food (Cannot be stored)

Large tins of biscuits

Large boxes of teabags (80+ bags)

Flour

Cooking oils

Children should bring their item or items in a carrier bag. Just one item will be carried to the Cathedral and back from the Harvest Service and then all donations will be transported to the collection depot.

This is due to the limited parking and loading beside the Cathedral in Sumpter Yard, items will be packed up and ready to collect from the School Library. Please let the School Office know if you are able to offer your help.

I would be grateful if any parents with a car are able to deliver the boxes of items to St Albans and District Foodbank, c/o Youth With A Mission, Highfield Oval, Ambrose Lane, Harpenden, Herts, AL5 4BX straight after the Harvest Festival.

Parents who wish to donate to this year's Bishop's Harvest Appeal 'Full of Beans' 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 split 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.

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.

Kind regards

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

Miss Emma Fenn
Headteacher