



The Abbey CE VA Primary School

Headteacher: Miss E. Fenn

Grove Road

Telephone: 01727 851802

St Albans

Fax No: 01727 766991

Herts

Email: head@abbey.herts.sch.uk

AL1 1DQ

Website: www.abbey.herts.sch.uk

5 September 2014

Dear Parents,

Mr Davey Site Manager Update

As you know, Mr Davey is unwell but has a very positive outlook and he is being treated to cure. He will begin his treatment on Monday and is likely to be off from work for 6 months. The children have been told by their class teachers that he is unwell and that he has to go to hospital. Mr Ian Greig joined us this week getting to know the role and will take over fully on Monday until Mr Davey is well enough to return to work.

Mr Davey's last day will be tomorrow. If parents wish to send a card they can be given to the School Office. Mr Davey is not a man who will find 'taking it easy' very enjoyable. Some of the parents have suggested donating any prewatched DVDs that Mr Davey might enjoy to help him with the large amount of time that he will face without the interaction that school brings with parents, children and staff. There is a box in the School Office for DVD donations and a card to sign. Mr Davey is a real asset to Abbey School since he joined 18 months ago and I know you will join all the staff to keep him in your thoughts and prayers for a full recovery.

Messgae from Mr Davey:

'A big thank you for the kind words, offers of help and warm wishes from everyone. Not to mention, the offers of travel, cooking and puddings! I have been blown away with the kindness the parents have shown me and it is helping me stay positive.'

Staffing Update

In addition to Mr Greig joining us as Site Manager, we have also made two additional appointments to commence this half term. Mrs Lucy Price will join the School Office team as our School Business Manager working on a Monday and a Tuesday in the new Business Office, found opposite the School Office.

We are pleased to announce that Mrs Anna Rowntree will join Mrs Upton and Mrs Percy in the School Office on a Tuesday, Wednesday and Thursday. Mrs Upton has made a wonderful





The Abbey CE VA Primary School

start to her new role of Office Manager this half term and will over see the School Office everyday. Mrs Percy can be found in the Office Monday and Friday and everyday from 3.30-4.30pm. The School Office is staffed 8.30-4.30pm everyday and the answerphone can be used at alltimes.

Attendance at Abbey School

I have had several discussions with parents about absences this term. I thought it would be helpful to outline the school's procedures for authorising term-time absence from our policy:

- Absence in term-time will only be authorised in exceptional circumstances e.g. family wedding/funeral
- Each request for leave of absence will be considered individually, taking into account: the circumstances for the request, the supporting evidence provided, the overall attendance of your child(ren), your child's stage of education and progress and where appropriate both internal and external examinations and assessments.
- If the absence is approved by the Headteacher you will be advised as to how many days the Headteacher has approved for your child's absence.
- If the school does not agree the absence and you take the leave without permission or your child is absent for more than the agreed number of days the absence will be unauthorised.
- Leave of absence taken without the authorisation of the school may lead to your child(ren) being referred to the Attendance Improvement Office and the possibility of statutory action and a fine.
- No absences will be authorised in September, the start of the academic year, and in the weeks leading up to SATs in May in the Summer Term (Years 2-6)
- All requests for the authorisation of absences must be made on the school's official form (Appendix 3), obtainable from the school office, at least two weeks in advance, where possible.
- It is not acceptable to ask schools to provide homework or catch up activities due to parents choosing to remove children during term time.

Absence from school for family leave of absence is not a right. If a parent requests to take their child out of school for more than ten days in the school year, permission must be sought in writing from the Governing Body.

Our policy states that parents should:-

- ensure that their children arrive at school on time, appropriately dressed and ready to learn
- instil in their children an appreciation of the importance of attending school regularly
- ensure that they are aware of the attendance policy of their children's school
- impress upon their children the need to observe the school's code of conduct



The Abbey CE VA Primary School

- take an active interest in their children's school career, praising and encouraging good work and behaviour and attending parents' evenings and other relevant meetings
- work in partnership with their children's school to resolve issues which may lead to non-attendance
- notify their child's school if he/she is absent. This should be done as soon as possible - preferably on the first day of absence. They should also provide an explanation for the absence. This explanation should be confirmed - preferably in writing - when the child returns to school
- avoid arranging medical/dental appointments during school hours
- avoid booking holidays during term time

INSET DAY 8th June 2015

Just to confirm, the term dates are correct and Monday 8th June 2015 is an INSET day. This date falls directly after the Year 6 School Journey week to ensure that all staff will be present at the staff training day.

Year 5 and 6 Children Perform at London's O2

The 60 children in Years 5 and 6 have been invited to sing as part of a mass choir in January 2015. This is a wonderful opportunity for the children who sang their hearts out in last weeks Flower Festival in the Cathedral. We had many positive comments from the informal concert and I know the trip to perform in such a prestigious music venue will be one the children remember. Permission slips must be in by Monday please to secure a place.

Friends' Association Key Dates:

- Friday 10th October 3pm Home Baked Cake Sale baked by Year Reception and Year 1 parents and secondhand uniform sale
- Friday 17th October Popcorn Night 3.30-5pm (Advance ticket only)
- Friday 24th October 3pm Glow in the dark items for sale
- Thursday 6th November Bags 2 School Collection
- Thursday 6th November Friends Meeting 8pm in School Hall
- Friday 21st November Key Stage 1 Disco 3.30-4.30pm (Advance ticket only)
- Friday 21st November Key Stage 2 Disco 5-6pm (Advance ticket only)
- Friday 28th November Non uniform day for the Christmas Fair- bring a bottle/sweets
- Saturday 29th November Christmas Fair 12-3pm



The Abbey CE VA Primary School

- Friday 6th February Parents' Quiz Night TBC (Advance ticket only)
- Friday 6th March 3pm Home Baked Cake Sale baked by Year 2 and Year 3 parents and secondhand uniform sale
- Friday 20th March Sponsored Bounce Friends Event
- Friday 26th June Non uniform day for the Summer Fair- bring a bottle/sweets
- Saturday 27th June Summer Fair 12-3pm
- Thursday 2nd July 3pm Home Baked Cake Sale baked by Year 4,5 and 6 parents and secondhand uniform sale
- Thursday 2nd July Year 6 Leavers Disco 7-9pm TBC

Communicating Police Concerns with Parents

Following a recent meeting between the 36 St Albans Primary Headteachers and the Chief Inspector of St Albans District Police, we have agreed a simple, shared protocol for communicating police concerns and incidents with our school communities. The district police will notify all the headteachers if there is an incident or concern. We will then communicate the same message to you via our ParentMail system. We will do this even if the concern is in a different part of the district, so that the messages are consistent.

We will only communicate such concerns and/or incidents when notified by the police in order to avoid confusion and mixed messages. We feel that this consistency of approach will ensure that your children are kept as safe as possible and that you receive information that is verified and relevant.

Abbey Women's Group

As many of you may know, Abbey School mums Rotha Cairns (Alexander in Reception) and Cora van Rooijen (twins Kaspar & Sophia, also in Reception) have taken over from Geraldine, Sylvia & Emily as the new leaders of the Abbey Women's Group (a social network of mums connected to the Abbey congregation). The ladies are starting their term of activities with drinks at the Dean's house so please do go along to the first major event of the term - A Prosecco & Canapes Reception at The Old Rectory, Sumpter Yard - at 8pm on Friday 10th October. Many of you will have attended in previous years and the ladies promise that they will again be having plenty of prosecco, soft drinks and nibbles. Tickets are £8, available by ticket and on the door.

Everyone is welcome - this is a perfect chance to meet new friends and/or catch up with old ones.

Kind regards



The Abbey CE VA Primary School

Miss Fenn

Headteacher