



The Abbey CE VA Primary School

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Dear Parents

Looking back this week

The Christmas Fair last Saturday was a truly wonderful event. Thank you for all your help and support in this event. This week saw the Advent Eucharist in the Abbey on Thursday and it was wonderful to have Mrs Price return to accompany us and so many parents attending the service.

The whole school enjoyed the visiting Storytellers Theatre performance on Monday afternoon of 'The Night Before Christmas'. Photographs of this and other school events can be found on the school website in the Gallery. Recent photographs to the website include Gamalan Worskshop, and Sports Day 2014 <http://www.abbey.herts.sch.uk/gallery/>

Miss Dunn

Miss Dunn has been in school today and the Year 2 children were delighted to see her. Miss Dunn will return to work on Monday as normal.

New Register System

Abbey School has made advances with the way in which we now record the attendance and lunch register at the start of the morning and afternoon sessions. The register is a legal document and it is now recorded electronically straight onto SIMS (Schools Information Management System). The register will be taken straight onto the teacher's laptop, including any minutes late from 8.55am-9.10am. If the classroom door is closed we will not be able to open it as the register may have been electronically completed and can only be overridden by the School Office.





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Children arriving after 8.55am must enter via the School Office. Key Stage 2 children must be on the playground and in their line when the whistle is blown at 8.55am. If a KS2 child does not enter the class in their line the door will be closed behind the line and children must enter via the front door. Children arriving between 9.10-9.30am will be recorded as late after registers have closed. Children arriving after 9.30am will be recorded as an unauthorised absence. In both these circumstances parents must sign their child into school. **Teachers are keen to for me to stress to parents that once the classroom door is closed, it cannot be opened for late children due to the new immediate electronic register system. We hope you understand and take any child who may be late to the front door of school.** The new register system will allow an even more prompt start to our learning.

Pathways

Can I politely ask parents to keep the pathways as clear as possible at the start and the end of the day. The pathways from the Reception Area wooden gate can become heavily congested and we must ensure that children and parents can walk safely up and down the steps and along pathways. Our complex site does not lend itself to buggies sadly and we ask that parents are mindful to not block pathways.

Key Stage 1 Nativity - 'Manger Mouse'

Performances of 'Manger Mouse' will take place on Wednesday 10th December at 6.30pm and Thursday 11th December at 1.30pm. **We are anticipating that the running time of the performance will be 35 minutes. At the end of the performance, the children will return to their classrooms and we ask one parent to collect their child from their classroom internal door, allowing 5-10 minutes for the child to get changed.**

Tickets will be collected by the headteacher on the door. There will not be parking for buggies inside the school (hall or library) due to ensuring that fire exits are clear. No parents will be allowed to stand at the back without a ticket. As always, a polite request that if you choose to bring a toddler they must have a seat (restricted view likely) and a ticket and we ask that our youngest actors are able to have our full attention.

All Key Stage 1 children will perform in both performances and Key Stage 2 children will watch the performance at the dress rehearsal. Children in Years R-2 will need to be at school at 6pm on Wednesday 10th December when the doors open for the 6.30pm performance. On the matinee performance the children will return to class at the end of the performance and be collected at 3.20pm as per normal. Both performances will hold a retiring collection, split between the school and the Children's Society.



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Key Stage 1 Nativity DVD

The evening performance will be professionally recorded onto DVD so that the performance can be enjoyed for years to come and will be on sale as a non-profit making memento for family and friends. This also allows parents to enjoy the performance without worry about filming as large numbers of audience filming with iPads and cameras can affect the viewing enjoyment of other parents and distract our young actors. The DVD costs have been kept as low and simple as possible: One DVD for £10 or buy two and get one free (Three for £20).

A DVD order form has been sent home with all children in KS1 last week, however, if you are in need of an order form, you can obtain one from the School Office.

Christmas Post Box

Our school Christmas post box is in full swing. Children are invited to post their Christmas cards at convenient times when in school (not during lesson time!) and our Year 6 children will act as postmen and postwomen each lunchtime.

Please ensure Christmas cards identify:

- child's full name on the envelope
- child's year group on the envelope
- name of the child who wrote the card on the inside!

Christingle Service - Sunday 7th December

All are welcome to this enjoyable candlelit service at 3pm at the Cathedral. This traditional service is loved by children and adults alike, as we look forward to the coming of Christ, Light of the world. A collection will be taken for the Children's Society.

Christmas Jumper Day - Friday 12th December

In support of Save the Children's Christmas Jumper Day, staff will be wearing a Christmas jumper and give a small donation in support of this wonderful charity. All children are welcome to join us in this fundraising opportunity if they would like to. **Jumpers can be shop bought or school jumpers can be customised with tinsel or similar. The Christmas jumper should be worn with normal school uniform. The Christmas jumper replaces the logoed school jumper/cardigan on that day. The children have been told this information in assembly today.**

School Carol Service - Thursday 18th December

Our whole school Carol Service will be held in the Nave of the Cathedral on Thursday 18th December from 1.30-2.30pm. This is a non-ticket event and parents and friends and family are warmly welcome. The children will return to school as normal and be collected at 3.20pm. There will be a retiring collection.



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Midday Supervisory Assistant Job Opportunity

Abbey Primary School is looking for an additional midday supervisor to help with the supervision of children during the lunch break. The hours are 11.55 am to 1.10 pm at an hourly rate of £6.50. We would be delighted to hear from applicants who would be interested in working any day of the week. You would be joining a supportive team and working with well-behaved and friendly children. Please contact the School Office on 01727 851802 for further details.

Alban Arena Pantomime - Jack and the Beanstalk

A message from organiser Janet from Old London Road Nursery: *'If you would like tickets for the pantomime on the last day of term I only have 20 tickets left. Or, if you are expecting tickets and you have not heard from me please call me on 07884185925.'*

Hamster Cage

Are you thinking about buying a hamster as a Christmas present this year? If so, the School Fair received a donation of a wonderful hamster cage which come with various supplies. It is currently in the Library if you wish to have a look at it. The bundle is definitely worth £30. If you might be interested please let the Office know, otherwise we will return it to the family who donated it on Wednesday.

Giant African Snails

The School Library is the proud owners of two giant African snails. We are looking for a rectangular glass tank (with a lid!) to give them a larger home. If you have a spare empty tank that you are happy to donate to school please speak to Mrs Johnston or the School Office.

I wish you all a relaxing weekend.

Kind regards

Miss Emma Fenn
Headteacher