



Welcome to the Academic Year 2018-2019

Welcome back to the beginning of a new academic year and a very special welcome to all the new children, families and staff who have joined us this term.

I would like to take this opportunity to introduce myself as the new Headteacher at Turnfurlong Infant School. My name is Rebecca Ochiltree and I come to Turnfurlong after working in a variety of leadership roles in different schools, most recently the Headship of a school in Oxfordshire. I have particular experience and interest in Early Years, Literacy and Early Language. My office is full of children's books! I am particularly looking forward to getting to know all the children and families in our school so please do say hello to me when you see me in the playground. I feel very privileged to be able to lead such a great team and to be able to build on Jan Tyson's professional legacy as the school begins a new chapter.

As always at Turnfurlong Infant School there is a themed 'annual initiative' that is running throughout the year. The aim of our annual initiative is to be a stimulus for creative learning across the curriculum. This year our theme is 'Journeys of Discovery' so get ready for exploration, investigation and questions.

This newsletter has a lot of very practical information which enables us to keep children happy and safe and our school running smoothly. It also has dates for diaries so please take the time to read it carefully and put it somewhere where you can refer to it later!

Dropping off and collecting – keeping safe

These procedures aim to ensure the safety of the children at the start and end of the day. These are very busy times so please help us by doing the following:

Morning drop off (dry days)

- If your child attends Breakfast Club they should be brought to the front door. Once the buzzer is pressed the Breakfast Club staff will open the front door.
- Lots of children arriving at once make the gateways very busy. Please say goodbye outside the playground and then send your child through their class gate.
- When you've said goodbye, move away from the gate area to let others through.
- Please don't block the gateways with buggies or dogs. It makes it harder for children to come through into the playground.
- Adults should not come into school unless they are going to the school office.

Morning drop off (wet days)

- On wet mornings children should come straight in to school.
- Reception children should come in through the front door, Year 1 children through the Year 1 doors at the front of the school and Year 2 children through the door to Mrs Nicoll's classroom.
- Parents should not come into classrooms on wet days. Once the children are in their line they are in the care of their teacher, so please don't call them back to you for any reason.

End of the day

To help us all get into a new school year routine we will put out labelled chairs to show you where to stand and wait for your child. Please bear with us if we need to refine the process.

- At the end of the day the children are brought out to be handed over to the adult collecting them. A sheet is attached for parents to complete to advise staff who that might be. Your child will be dismissed to any of the named people on the sheet.
- Parents should notify the school if their child is being collected by anyone not listed, preferably by sending in a brief note to the teacher. If you need to phone the school regarding collection, please would you do this by 12.30 pm if possible so that a note for the teacher can be placed in the class register.
- Children, including pre-school siblings, should not ride bikes or scooters in the playground, or play on the grassy slopes.

Parking

Please could I ask all parents who need to bring a car to school to park appropriately, not on the zig zags or the grass verges, or blocking access for staff or local residents' driveways. The staff car parks are for staff use only and should not be used by parents for parking or turning.

Reception morning drop off – until Friday 14th September

Until Friday 14th September, if you have a child in Reception, please can you take them to the hall at dropping off time. Class teachers and teaching assistants will then take the children to their classrooms at 9 o'clock.

We are hoping that this will help the children who may be finding it harder to separate from their parents to settle into school more quickly. It also gives you a chance to speak to your child's teacher or teaching assistant at the beginning of the morning!

On Friday 14th September the children will line up on their class lines in the playground. The children will practise this with their teachers so that they know exactly what to do and where to go.

Site Security – keeping safe

We need to know who is in school at all times to keep everyone safe. For this reason, no one should go into a classroom unless they are accompanied by a member of staff.

If you need to come into school you must come to the front door, ring the buzzer and make yourself known to Mrs Cooper or Mrs Darling in the school office. The office is open from 0845 every morning.

Late arrivals

We strongly encourage everyone to arrive on time but if your child is late arriving at school, you should record their name and the reason for the lateness in the book kept at the front of the school. You should say goodbye at the office and then your child will join their class. This causes the least disruption to everyone's learning.

Absence from school

If your child is absent from school, please contact the school on the first day of their absence. A message can be left with one of the office staff (Mrs Cooper and Mrs Darling) or on the answer machine (telephone 01296 489265) or an email message may be sent to office@turnfurlong-inf.bucks.sch.uk.

Any holidays taken in school time are recorded as unauthorised absence. Where possible, we also ask that medical appointments are made after school or during the school holidays.

Medical conditions

Should your child require an asthma inhaler or an EpiPen in school, it should be *in addition* to the one kept at home and a medical form must be completed for school records.

If your child needs short term medication you will need to complete a consent form. Forms are available from the school office or on the school website under Parents/Medical Conditions.

In line with current guidance, no medicine may be administered by the school unless it has been prescribed by a doctor and is in the original packaging. We are not able to administer medication that has been purchased without prescription.

ParentMail - for new parents, or parents not yet registered

We use ParentMail, a service used by many schools, to communicate to parents. The main benefit is that we are able to contact parents directly by text message should the school be shut for snow or any other emergency closure. New parents will receive a text from ParentMail asking you to register your details with them. When you receive this please follow the instructions for registration. For assistance with this please see the 'Help' section on their website: www.pmx.parentmail.co.uk.

School News App

You can download the 'School news' app to Android and iPhones. This links directly to our website and has a calendar feature which enables you to keep informed of forthcoming events and times.

Celebration assembly

Fridays afternoons are special at Turnfurlong Infant because this is when we share significant achievement in our school assembly. This includes our 'Friday clap' when hard work and effort are rewarded by children receiving a round of applause and an extra special sticker from Mrs Ochiltree. We are also keen to celebrate out of school achievements so please tell us when your child has earned a particular merit or award at a club or class, e.g. a swimming certificate. The award should be recent so that the child can remember earning it!

Reading

Teachers are currently listening to all of the children read in order to ensure that they will be given books that are appropriate to their reading level. We aim for all of the KS1 children to bring home a reading book next week.

PE

Children need to have a named PE bag in school containing a T-shirt, shorts and plimsolls. All these items, as with school clothing, must be named.

Children are not allowed to wear jewellery to school, except for stud earrings. Children should not wear earrings on PE days unless they are able to remove and replace them by themselves. Children are not allowed to participate in PE lessons if they are wearing tape or wooden retainers. If you are considering having your child's ears pierced please wait until the start of the long summer break which covers the six weeks when earrings cannot be removed.

PE days are as follows:

All Reception classes:	Thursday am
1M	Tuesday pm
1H & 1T	Thursday pm
2S & 2N	Monday pm
2C	Tuesday pm

Do you shop at Tesco? Every little helps!

For the whole of September, Turnfurlong Infant School is one of the nominated charities at Tesco at the Broadfield Retail Park, so please drop a token in for us! All money raised goes towards resources for the school.

Dates for the diary

Phonics meeting for Reception parents – Wednesday 19th September, 9.15 am

This meeting is to help parents to understand the school’s approach to teaching basic skills in reading and writing. Teachers will explain how we use various schemes and methods as well as providing parents with suggestions about how you can help your child at home.

Individual photos - Thursday 20th September

On Thursday 20th September, the school photographer will be in school taking individual photographs of children.

Year 2 SATs information session – Friday 28th September

This will be held on Friday 28th September at 2.30 pm.

Parents’ discussion meetings with teachers

These will be held on Monday 8th October 5.30-7.30 pm, Tuesday 9th October 3.30-4.30 pm and Wednesday 10th October 3.30-4.30 pm.

Harvest assembly – Friday 12th October

The harvest assembly is led by Year 2 and will take place on Friday 12th October. Refreshments will be available from 9 o’clock and the assembly will begin at 9.30 am.

Term Dates 2018-2019		
Autumn Term	Thursday 6 September 2018	Friday 19 October 2018
	Tuesday 30 October 2018	Wednesday 19 December 2018
Spring Term	Thursday 3 January 2019	Friday 15 February 2019
	Monday 25 February 2019	Friday 5 April 2019
Summer Term	Wednesday 24 April 2019	Friday 24 May 2019
	Tuesday 4 June 2019	Wednesday 24 July 2019
Staff Training Days	<i>Wednesday 5 Sept 2018 Monday 29 October 2018 Wednesday 2 January 2019 Tuesday 23 April 2019 Monday 3 June 2019</i>	<i>May Day: Monday 6 May 2019</i>

Volunteer parent helpers

We are very lucky in that we have a number of volunteer parent helpers who work in school supporting the teachers. This might include listening to readers, working with a small group, photocopying work or helping to prepare for displays. It is essential that all volunteers, even if they have helped in school before, attend **one** of the induction meeting as it is important to become familiar with new resources, methods and safeguarding procedures. The induction meetings will be on Wednesday 12th September at 2.45 pm and Thursday 13th September at 10.00 am. Please would you complete and return the cut-off slip to register your interest in helping, and which session you are able to attend.

We regret that we might not be able to accommodate everyone who would like to help in school as there is limited space and, on occasion, insufficient tasks.

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Volunteer Parents

Name of eldest child in this school: _____ Class: _____

I am interested in helping at the following time:

(If you are only able to help for part of a session, please indicate this on the sheet.)

- Monday morning
- Tuesday morning
- Wednesday morning
- Thursday morning
- Friday morning

I am able to attend the induction session on

- Wednesday 12th Sept
- Thursday 13th Sept

Your name (please print) _____

Email address: _____