



Autumn term 2018

6th September 2018

Dear Parents and Carers,

Welcome to the Autumn term and a new school year at Camp. We hope you had an enjoyable and relaxing summer break.

'Meet the Teacher' Transition Talks

Each class teacher (Reception to Year 6) will be offering parents and carers the opportunity to come along to an informal 'transition talk' next week on **Thursday 13th September**. These sessions will take place in the classrooms and enable you to find out about class routines such as PE days, reading books, homework, and curriculum coverage this term. There will also be an opportunity for you to ask any questions you may have about the organisation and routines in your child's new class. We do appreciate that not all parents will be able to attend these 'meet the teacher' sessions, so please be reassured that we will send home the key information in a newsletter the following day.

For children in **Reception** both talks will take place in the **Community Room** (please come in via the front door). The first talk will **be at 11.30 am** for the children with March to August birthdays, and the second at **2.00 pm** for the children with September to February birthdays. You will then be able to take your child home straight after the session.

For children in Years 1 to 6 the transition talks will also happen **on Thursday 13th September** however there are some different times being offered across the year groups. We know that lots of parents of children in KS1 (Years 1 & 2) also have younger children and the sessions were becoming rather crowded and sometimes difficult to hear. Offering a session before school pick up time for years 1 and 2 we hope will make this a little easier as the school age children will not be there.

Year Groups	Session 1	Session 2
Year 1	1.45 pm – 2.15pm in the classroom (Y1 children will be in a PE session)	2.40 pm in the classroom
Year 2	1.45 pm – 2.15 pm in the dining room (Y2 children will be in class)	2.40 pm in the classroom
Year 3, Year 4, Year 5, Year 6	2.40 pm in the classroom	3.15 pm in the classroom

Collection points

Attached to this letter is a school plan to indicate ideal collection points for each class at the end of the school day. It would help us enormously if you could collect your children from the points identified to avoid crowded cloakrooms and corridors. We do appreciate that if you are collecting children from more than one class you will want to make arrangements for the older children (from Years 4, 5 & 6) to come out to meet you on the main playground and we encourage this to support independence. Please let the class teacher know if this is the case so we are clear who needs to wait to be collected, also ensuring that your child knows to come back inside the school if they cannot immediately see you.

Parents are welcome to stay in the grounds after school until 4pm. At this time the gates will be locked so After School Club can then use the outside environment. Thank you for your co-operation.

We are no longer using the fire exit door between Year 4 and Year 6 classroom as a normal exit route from school. An alarm and additional security has been added over the summer break. We appreciate your support in encouraging the children to leave the school grounds via the playground and down the side of Reception. This is a safer and more controlled route to leave the premises, especially for children walking home unaccompanied who can then use the school crossing patrol if necessary.

In the mornings we ask parents to also leave the school via the side walkway and not through the front door.



If you would like to talk to the class teacher we ask that you wait until the whole class has been dismissed safely before coming into the classroom. This will then allow the teacher to give you their full attention. Unless it is an urgent matter, after school (or at the end of the session for Nursery) is always a better time to speak to your child's teacher than first thing in the morning. If you would like to discuss something with a teacher that is likely to take more than a few minutes after school, then it is best to make an appointment. This will ensure that the member of staff can give you the time and attention you require. If you ever wish to make an appointment to meet with your child's teacher, or any other member of staff, please leave a message for them via the school office.

School meals and toast

The cost of school meals this academic year for Year 3 - 6 will be **£2.45 per day** or **£12.25 per week**. As you are aware, **free meals are available to all children in Reception, Year 1 and Year 2**. We request that all children commit to their lunch choices/meal patterns on a half-termly basis please, which includes the free meals for Reception, Year 1 and Year 2.

For Year 3 to Year 6 we would like you to continue to make all school meal payments in advance. The office staff really appreciate your co-operation with this. School meal payments are to be made online via Schoolcomms. Please ask at the school office for further details about online payments if you do not already use this system. Payment can also be made by cash or cheques made payable to **Herts Catering Ltd**.

Toast is available at morning break for children in Y1 – 6, and costs **75p** per week (or **£4.50** per half term), payable to the class teacher or office in advance. The children are also welcome to bring in a piece of fruit to have as a snack at break-time.

Nut allergy sufferers and packed lunches

We would like to remind you that we request that parents and carers avoid including nuts, or products that list nuts as one of their ingredients, in children's packed lunch boxes. Thank you for your co-operation with this.

Attendance and Punctuality

We use an online registration system which requires that all absences, including medical appointments, are reported to the **school office** please (rather than to the teacher or another staff member).

I would like to remind you that the school day begins at **8.55am** (except for Nursery). Please arrive in good time for the morning bell to ensure that your child has a settled start to the school day. If you do arrive late for school in the morning please report to the **school office** and complete your child's details in our 'Late Arrivals' file. We will ask you to record the reason why your child/children are late and for a parent/carer signature.

Dates

Thursday 13 th September	Transition talks (for Reception to Year 6)
Wednesday 17 th and Thursday 18 th October	Parent Consultations
Monday 29 th October – Friday 2 nd November	HALF TERM
Monday 5 th November	School Photographer
27 th and 28 th November	Year 1 and 2 performance (further details to follow)
Friday 14 th December	Foundation Stage performance (further details to follow)
Thursday 20 th December	Christmas Dinner
Thursday 20 th December	Nursery end of term
Friday 21 st December	End of term – 1.30pm finish

Best wishes, Sharon Barton



Year 3 to be collected here please

Year 2 to be collected here please

Year 1 to be collected here please

Reception to be collected here please

Years 4, 5 and 6 to be met on the playground please or collected from classrooms

Nursery to be collected here please

FIRE EXIT ONLY

Entrance & Exit point for parents/carers and children

