

Head Teacher
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Dear Parent/Carer,

Welcome

Welcome back after the summer break and we hope you enjoyed your summer holiday, despite the weather. Hopefully the children are now eager to start a new and exciting year at school. We would like to offer a particularly warm welcome for those of you that are new to the school (like me). We look forward to working in partnership with you all in providing the best education possible for your child. We are sure that you will find us helpful and supportive and please do not hesitate to contact us about any concerns you may have.

Although I have only been in school a few days, I have made some small adjustments to further improve the care that we give to your child which I would like to inform you of and involve you in.

Firstly, our management of behaviour. We are using a system of consequences and rewards. Children who choose not to follow our golden rules will receive a 'consequence'. The consequences become more serious as they progress.

In the classroom the consequences are:-

1. A warning
2. Miss 1 minute of Golden Time
3. Miss 2 minutes of Golden Time
4. Miss 5 minutes of Golden Time
5. Sent to Head Teacher to work for a period of time.
6. Contact parent/carers by telephone or letter.

These consequences are recorded on a daily record sheet.

On the playground the consequences are:-

1. A warning
2. 1 minute time out
3. 2 minutes time out
4. 5 minutes time out and receive a red card to inform the Class Teacher to give a consequence on the Record Sheet.
5. Sent to Head Teacher and letter home.

Extremely bad behaviour, such as aggressive, threatening language or violence to another child or member of staff will not be tolerated at all. In these cases, the child will be sent to the Head teacher and the parent/carers will be contacted.

Good behaviour will be rewarded. Children who do not receive any consequences in a week will receive a sticker. When they have collected:-

15 stickers they will be given their **Bronze Award** of a pencil and a badge.

30 stickers will earn a **Silver Award** of a ruler and a badge.

45 stickers will earn a **Gold Award** of a £5 gift voucher and a badge.

Children may also receive extra stickers for particularly good examples of behaviour.

Secondly, Golden Time will be held on a Friday afternoon. Each available member of staff will run a club. Children may choose the club they would like to attend for the half term. Details are at the end of this letter.

Clubs this half term will be quite large. I can make the clubs smaller, and therefore even more enjoyable, if I could have some volunteer helpers. It would be nice to have a baking club, ICT club or chess club for example. If you would like to volunteer, please complete the form. Children, who are missing some or all of the Golden Time, will be working quietly in a classroom with me.

Secondly, health and safety.

I am responsible for the Health and Safety of the children and staff at all times. For this reason I am asking for your cooperation with the following issues that have already come to my attention:-

1. Please do not use the school car park for dropping off/collecting your child at the start and end of the school day.
2. Please do not walk through the driveway gates, use the pedestrian access gates.
3. Please do not cut through school when you need to see me or another member of staff. Please come round to the main office entrance.

May we remind parents that children should not be arriving at school any earlier than 8.50am when the school doors are opened to allow children into their classrooms.

Finally, other important issues

School Meals

School meals will now cost **£1.80 per day**, which will work out at **£9.00 per week**. All monies need to be sent in a named envelope on a **Monday morning** please, as this allows the running of the office to be more efficient and ensure that the banking of money is able to take place immediately. Cheques are made payable to ERYC. Please remember to inform the office staff in writing if your child changes from packed lunch to a school meal and vice-versa. Changes may only take place on a weekly basis (not daily) as we have to give Kingsway School, our school meal providers an estimated number of meals required each day.

PTFA

There will be a **PTFA meeting on Monday 8th September at 3.00pm**. Every parent/carer automatically becomes a member of the PTFA, so please come along and share your ideas and meet with me and other parents to discuss how we can improve your children's opportunities at school.

Data Collection Sheets

You will shortly be receiving our data collection sheets for you to check and return along with permission letters for local visits and photos to be published in local newspapers. Our home/school agreement will also follow.

Turnbridge Out of School Club

We would like to take this opportunity to remind parents that Turnbridge Out of School Club operates both a breakfast club and after-school club in the community room. If you would like to use this service please **contact Emma on 07799023298** for further details on how to enrol your child.

Calendar Events

Attached to this letter is a calendar of events for the full academic year 2008/9. Please keep in a safe place and refer to when required.