



4<sup>th</sup> September 2018

Dear Parents

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A Host of Reminders!

**September Dates 2018**  
**3<sup>rd</sup> INSET day**  
**4<sup>th</sup> Children start school**  
**11<sup>th</sup> Snowy Owls and Squirrels Induction Meeting 9.00am**  
**12<sup>th</sup> Barn Owls and Hedgehogs Induction Meeting 9.00am**  
**13<sup>th</sup> Tawny Owls and Badgers Induction Meeting 9.00am**  
**18<sup>th</sup> Otters induction meeting 9.00am**  
**19<sup>th</sup> Foxcubs and Rabbits induction meeting 9.00am**  
**24<sup>th</sup> Parent tours for September 2019**

It's so great to welcome everyone back! The children all look very smart in their new school uniform and shoes, and the sun is still shining!

### **INSET**

We started the term with an INSET day this year. We have worked together as a team and updated our safeguarding training which we do each year as well as considering how to meet the needs of every learner in the class; to make the learning experience for your children even better.

### **Dates and events**

Please find attached all the dates and events for the whole academic year, which we also sent in July. They include parent conferences (parents and teacher meetings), Christmas performances and class assemblies, which you will be invited to.

### **Parking**

We ask that you all remember to park safely and considerately in the village and surrounding streets. The Village Hall, The Red Lion and The Crown continue to make their car parks available during dropping off time at 8.45am and collection at 3.00pm only. They do ask that this is the **only time we use their car parks**, to allow them to operate their business at other times. Can we also ask you not to park in our car park at any time; this includes for collection after clubs.

### **Website**

Please remember to check our school website, particularly the class pages each week. These are updated with what the children will be doing each week and 'ideas to do at home'.

### **Request for Leave for Exceptional Circumstances**

We send this reminder out at the beginning and end of each year. An annual holiday is not an authorised absence - there needs to be exceptional circumstances and we will be asking for evidence of this.

Our attendance is reported every year to the Secretary of State and we are under increasing pressure to keep our absence rate as low as possible.

Children are at school 190 days and we want to make the most of that time. We would like to remind to take all your holidays during the 13 weeks of school holidays. Thank you.

### **Induction meetings**

We deliberately hold our induction meetings a couple of weeks into the term, so you have had time to work out what you don't know yet. 😊 The induction meetings are an opportunity to come and meet your child's class teacher and see the classroom.

There is a short presentation when we talk about the year ahead, the learning, the classroom and organisation. There will be time to ask questions, but please feel free to pop in and see the teacher after school if you have any questions before then.

On the morning of the induction meeting please wait outside your child's classroom, away from the door, until the class teacher invites you in, to give us time to settle the children.

### **First day calling**

We are committed to safeguarding and promoting the welfare of children and young people and are making changes to our absence procedures. Nationally there have been a couple of cases recently of children being left vulnerable at home due to the illness of a parent. With this in mind our procedure will change to the following.

To help us to safeguard your family, please contact us as soon as possible if your child is absent from school and let us know of a reason for absence.

You can do this by selecting one of the following methods:

- Phone: 01483 714804 or Email [reception@horsell-village.surrey.sch.uk](mailto:reception@horsell-village.surrey.sch.uk)

If school have not received a reason for absence by 9.15am, then the following procedure will be followed:

1. The school will telephone the first name on the contact list.
2. If there is no response school will ring numbers on the contact list, until a reply is received.
3. If school have had no response, a home visit will be made if possible, by either school staff or other agencies working with the family.
4. School will contact the Police if all other stages have been completed and there is still no contact regarding the absent child.

### **Teaching Assistants**

All our TAs are part time and have varying hours depending on the needs of individual children in the class. All Teaching Assistants (TAs) will therefore be spending some time supporting children with specific needs in one to one situations. We also have some TAs who work with some children in 1 to 1 situations.

### **Planning, Preparation and Assessment time (PPA time)**

Each week we release teachers from their classrooms for 10% of their teaching time. The Reception teachers are released on a Wednesday afternoon and the children's routines are unchanged. Year 1 teachers are released on Thursday afternoons; the children have a range of activities designed for them which extend and enrich the curriculum. Year 2 children have a sports afternoon on a Tuesday at our school. We make the very best use of our Teaching Assistants during these times to support and develop the children's learning.

### **Reading Meetings**

Our reading meetings for Reception parents are on **Wednesday 3<sup>rd</sup> October at 9am and Thursday 4<sup>th</sup> October at 2.15pm and 7pm**. These are primarily for Reception parents, however everyone is welcome. There will also be a reading meeting for KS1 parents on **Friday 12<sup>th</sup> October at 9am**.

During the meetings we will share with you how we teach reading at The Horsell Village School and how you can help with your child's reading homework, which will vary depending on their age. We will talk about the importance of reading, the ethos we create, the practicalities and some of our resources. It is also an opportunity for you to ask questions.

We do ask that you try to find alternative childcare for these meetings as they are not aimed at children. If your child goes home at 12 o'clock, you are welcome to bring them to their classroom for 2pm, however, please let your class teacher know in advance.

### **The Annual host of Reminders!**

#### **Birthdays**

At The Horsell Village School we celebrate each child's birthday, making their day even more special in class and throughout the day. We would like to remind you that we do not give out any birthday sweets. Please save the sweets and treats for their parties.

Party invites - we ask that your child gives these out in the playground at the start or end of the day, as you can imagine some children find not getting an invite very hard to manage, so we ask that it is not done during the school day.

#### **Hair - long and short!**

As the children are continually using the outside and being very active, we ask that children's hair is tied back every day. A good guide is if it is long enough to be tied back then it should be. ☺ Please keep hair accessories as plain and simple as possible.

We also ask that when considering having short hair that it is not too short and has no tramlines or designs cut into the hair. Many thanks.

#### **Jewellery**

Again as children are continually using the outside we ask that no jewellery is worn at school, this includes all earrings. Please wait until the Summer holidays before getting your child's ears pierced.

Year 2 children may wear a watch at school.

### **Keeping Healthy ~ Fruit snack**

We ask that your child brings a fruit snack into school each day. It should be fresh fruit or vegetables. The only other alternative is raisins.

We also provide fruit during the afternoon as an additional snack, to ensure blood sugar levels remain stable and therefore at their optimum for learning.

### **Keeping Healthy ~ Drinks**

Please could you provide a named bottle for your child to drink from. We will provide water continuously throughout the day. Many thanks.

### **All ready for school**

We expect the children to be outside in all weathers and we all know how changeable it can be. Children need to have rain-proof clothing in school **at all times** ~ ideally a small waterproof coat in their PE bag. **Please put name labels on all items.**

### **Nuts**

We would like to ask for your help in continuing to be **nut-aware**. Whilst we cannot guarantee the school to be completely free of nuts, and recognising that there is always a risk; we can try to help.

Please be aware that children cannot bring nuts into school. Thank you for your help in this matter.

### **Start time**

We open the classroom doors at 8.45am. Your child must be at school by 8.55am when we close the doors. Many thanks for your help with this.

### **Social Media and Networking**

Technology and Social Media systems are fantastic and with the continuous evolving of technology, we are all learning all the time.

Within the school setting it is often used to share information and communicate with you as parents and our wider community.

We have a responsibility for being ambassadors for the school name and we remind you that whilst of course you can share information about your child **we ask that no comments are made about the school, the children or the staff.** We have found in the past that even avoiding using names children, staff and the school social media links are still identifiable. This does include 'What's app' groups.

I look forward to seeing you all around the school over the coming weeks.

*Warmest wishes*

*Elaine Cooper*