



Coalway Road, Coleford,  
Gloucestershire GL16 7HL  
Telephone: 01594 833457  
admin@coalway-inf.gloucs.sch.uk  
[www.coalway-inf.gloucs.sch.uk](http://www.coalway-inf.gloucs.sch.uk)  
Head Teacher: Mrs. F. Hamilton B.Ed (Hons)

# NEWSLETTER - SEPTEMBER 2018

## Welcome Back!

Welcome back to all of our families and may we extend a special welcome to all our new children and their families. The children have made a great start to the term and we are looking forward to an exciting school year ahead.

Just to let our new parents know, we publish a monthly newsletter like this on the first Friday of every month, so please look out for it. If parents mislay their newsletters, newsletters are also posted on the school's website and spare copies are always available by the parents' notice board in the entrance foyer. We do also send separate letters at other times during the course of the term, so please check your child's book bag and the website regularly.

Parents will also find a range of information on the school's website [www.coalway-inf.gloucs.sch.uk](http://www.coalway-inf.gloucs.sch.uk) – letters and updates are regularly uploaded to the site to ensure parents have up to date access to information.

With this being the first newsletter of the new academic year there is a lot of general information to give parents, especially our new parents.

### New Classes



You will be pleased to hear that the children have all settled quickly in to their new classes. It is lovely to have them back. The classes this year are as follows:

Class 1	-	Mrs. Gwynne
Class 2	-	Miss. Roberts
Class 3	-	Mrs. Grindle
Class 4	-	Mrs. Brown
Class 5	-	Miss. Screen
Class 6	-	Mr. Hook

Head Teacher	-	Mrs. Hamilton
Administrators	-	Mrs. Nash & Mrs. Edwards

In addition Mrs Peters and Mrs Morris will be teaching throughout the school to provide non-contact time for teachers for various reasons. All of the teachers receive time out of class for planning, preparation and assessment purposes each week, so these teachers will soon become very familiar figures to our new parents.

For the information of our new families, Mrs Nash works in the School Office Monday - Thursday each week, with Mrs Edwards working every day except Monday.

### Family Support Worker



Miss Lisa Mudway also works in school as Family Support Worker, Monday to Thursday 8.45 a.m. – 3.15 p.m. and Friday 8.45 a.m. – 12.45 p.m. Should parents wish to speak to her about anything, please ask at the School Office. Parents will find a flyer attached explaining her role.

### Class Topic Plans & Homework



Please find attached a class topic planner which gives parents an outline of the work which their child will be covering in class this term. We hope that you will find this informative and helpful. If required, spare copies of the topic planners are always available in the entrance foyer or via the website.

Our class topics this term are as follows:

Classes 1 and 2	I am special, I am me!
Classes 3 and 4	All Aboard!
Classes 5 and 6	Explorers in the Great Outdoors

The staff would be delighted to hear from any parents who have artefacts or expertise relating to their child's topic which would support the children's learning. Please also note that each term this topic planner includes a section explaining how parents will be able to further support their children's learning at home.

Parents in Classes 3-6 will also find attached homework choices for the children for their new topics (children in our Reception classes will receive homework next term once they are all in school full time). The staff were delighted with the homework that the children completed last term; thank you once again for your support with this. We shall be keeping our 'homework walls' this year and look forward to sharing the children's fabulous work with their friends and teachers again this term!

## Purple Mash

Parents will also find log-in details attached for our online learning space, 'Purple Mash'. This is an award winning, creative online learning space which the school has purchased for every child in school to access at home. We hope that you and your child will enjoy it! Please do not hesitate to contact your child's class teacher if you require any further help or information in using the site.

## Educational Visits

Please find attached a letter with consent slip for local educational visits for this academic year. We would be grateful if you could return this to your child's class teacher as soon as possible.

## Internet & Digital Images Consent Forms

Reception parents will find attached explanatory letters with return slips which we require as soon as possible (Acceptable Use Policy Agreement forms & Use of Digital/Video Images consent form). We shall retain these details in the School Office for your child's three years at the Infant School should you wish to alter them at a later date.

## Morning Routine and Attendance



It is important that your child arrives promptly every day and that they use the correct entrance door. Children should wait outside classrooms with their parents until 8.50 a.m. when the teachers will open the doors to meet them. Classroom doors/outside area entrance gates will be locked at 9.00 a.m. prompt, when all registers will be taken.

Any parent who is later than the 9.00 a.m. start will be required to use the main entrance door and register their lateness with a reason at the School Office. The local authority will be informed of all lateness and monitor regularity of lateness alongside the school.

If your child is unwell and cannot attend school please could you inform the teacher or the School Office as early as possible (preferably by 10.00 a.m.) on the first day of absence - telephone number as listed above. As part of our attendance procedures Mrs. Nash or Mrs. Edwards may contact you via telephone or text if we are unsure of a reason for absence.

Please note that we check attendances carefully and reward excellent attendance each term. Referrals may be made for persistent absence or lateness (the Government's persistent absence indicator being attendance below 90%), with parents possibly receiving a fine as a result.

## Sickness/Diarrhoea

May we remind parents that it is essential that children who have been sick (vomiting/diarrhoea) should stay away from school for at least 48 hours following their last bout of sickness/diarrhoea to limit the spread of infection to others, in accordance with Health Protection Agency guidance. Thank you to all parents for following this advice.

## Term Dates



A list of term dates for the year is attached. The In-Service days that we have allocated for this year are also included. All term dates are in conjunction with the Junior School and Coalway Early Years.

## Holiday Absence Regulations

Department for Education legislation states that Head Teachers may not grant any leave of absence for holiday during term time unless there are exceptional circumstances. Parents will find full guidelines in our policy on the school's website, or alternatively may ask for a copy at the School Office.

## Administration of Medicine

We prefer not to give medicine to children during the course of the school day but, if it is absolutely essential that your child receives medication, arrangements may be made for staff to administer the necessary medicine through agreement with Mrs Hamilton. For legal and safety reasons, parents will be required to complete and sign a short agreement form for the school to administer the medicine – all enquiries should be directed to the School Office.



## 'Cool Milk' at School

This scheme is run by an independent organisation. Fresh milk is delivered daily to school. The Reception children are automatically registered by us ready for September and will receive milk free of charge until they are 5. At this point Cool Milk will contact you about registering, as parents are then required to pay for milk if their child wants it. Any Year 1 & 2 parents who wish to register their child and haven't done so already, please ask for a form at the School Office or visit the Cool Milk website directly- [www.coolmilk.com](http://www.coolmilk.com).

## Snack time

The children receive a healthy snack every morning at playtime, provided through our involvement in the Schools Fruit and Vegetable Scheme – for example an apple, pear, carrots, satsuma, banana, sugar snap peas, pineapple slices. Should parents wish to provide their own snack for their child to eat, we would stress that this should be a similarly healthy option only.



## School Dinners

All of our children within school are entitled to a hot cooked meal every day at no cost to parents. This is part of the Government's 'Universal Infant Free School Meals' programme which provides free daily school meals to Reception, Year 1 and Year 2 pupils across the country.

Fresh meals are cooked daily by 'Caterlink' (our meals provider) at the Junior School and served in our dinner hall. The children choose which meal they would like from the menu each morning, with their teachers, which we then order from the kitchens for that lunchtime. Parents will find details of this term's dinner menu attached and also on the school's website - this runs for terms 1 and 2. Should anyone mislay their menu, spare copies are available from the entrance foyer and a master copy is always posted on the website and the parents' notice board in the entrance foyer.

**All parents of our Reception children should register on-line for their child to receive free meals.** Please register at [www.gloucestershire.gov.uk/freeschoolmeals](http://www.gloucestershire.gov.uk/freeschoolmeals) (if you have not already done so). Children may then decide whether to take meals on a day-to-day basis.

Please don't hesitate to contact the School Office should you have any queries regarding school dinners.

## Water Bottles

A reminder that the children need their water bottles in school every day. For Health and Safety reasons it is important that the bottles are cleaned and the water changed on a daily basis. We ask for your co-operation in ensuring that the bottles are cleaned and returned to school the next day. If the bottle is lost you may purchase another from the School Office at a cost of £1.05, with replacement bottle caps also available at a cost of 30p.



## Uniform Sales

School sweatshirts and other items are available for sale from Mrs. Nash or Mrs. Edwards in the School Office. Current prices are as follows:

**Waterproof Fleece £18.50 ..... Sweatshirt £8.25..... Cardigans £9.75..... Book Bag £3.75.....Dap Bag £2.80.....Cap £2.00 ...Water bottle £1.05 ... Water bottle caps £0.30**

**Name Labelling Plea!** ..... Could we ask you to ensure that any item belonging to your child is clearly named. This includes all clothing, PE kits and coats, school bags, sandwich boxes and drink bottles.

## Site Notices

To maximise safety, security and safeguarding across the school site we have automated entrance gates on Coalway and Holcot Roads. To ensure the safety of everyone on site the entrance gates are locked throughout the school day and unlocked for a period of time at the beginning and end of the school day to ensure authorised access only.

**Coalway Road gates:** The main entrance gates on Coalway Road are closed throughout the day, with the pedestrian gate opened for **10 minutes** at either end of the day to enable parents to collect their children. The gates open at **8.40 a.m. Monday, Tuesday & Friday** and at **8.25 a.m. on Wednesday & Thursday** (for Infant and Junior School Wake & Shake sessions). At the end of the day the gate opens at **2.50 p.m.**

**Holcot Road gate:** The Holcot Road pedestrian gate will also be opened 10 minutes before the start and end of the school day for the Junior School, at **8.40 a.m. and 3.05 p.m.** It will open at 8.25 on Wednesday & Thursday for Infant and Junior School Wake & Shake sessions. Infant School parents will therefore need to use the Coalway Road gate to collect their child at 3.00 p.m. The Holcot Road gate (and wooden gate by the playground) will then be open at 3.05 p.m. to enable parents to leave site by this route.

Should anyone need to collect their child or access the site **during the school day**, the main entrance gates on Coalway Road have an **intercom** system – please just press the button for the provider you require (Coalway Early Years, Coalway Infant, Coalway Junior, Coalway Kids Club or the Junior School Canteen). When leaving the site, there is a **silver press pad** – please 'press pad to exit' and the gate should automatically open and close behind you.



Parking on site is restricted to staff and authorised access only. Parents should park outside the school site to deliver and collect children, ensuring that they do not park on the double yellow lines or drop their children off in the school gateway. We would also ask that parents help us to continue our good relationships with our neighbours by not parking in front of driveways or on grass verges on Coalway or Holcot Roads or the Eskimarket's mobile home park.

Parents are asked to closely supervise their children at the beginning and end of the school day whilst waiting on site for staff to open the classroom doors at 8.50 a.m. and 3.00 p.m. and also whilst waiting for Junior siblings. Please ensure that children are not running around the paths or on to the roadway as staff cars are still arriving/leaving site at these times and pedestrians need plenty of room to follow the pathway.

To further ensure the children's safety, a Road Traffic Warden is on duty from 8.30 a.m. – 9.10 a.m. and 3.00 p.m. – 3.40 p.m. daily – either Mrs. Moore or Mrs Edmonds. Please could you ensure that the children cross the road with our 'lollipop ladies' - it is essential for everyone to use the same place to cross for safety.



Children coming in to school on scooters or bikes should dismount whilst on the school grounds and pavements. 

### Dogs

May we also remind parents that we do not allow dogs on site for health and safety reasons. 

### No Smoking

In accordance with the Local Authority policy the school site is a non-smoking area. 

**Please could parents inform other family members who collect the children from school of the above notices.** Thank you.

## Headlice

Information on Head Lice is published in the newsletter at the beginning of every term in line with the advice issued by the Gloucestershire Health Protection Unit. **It is each parents' responsibility to check hair at least once a week and to treat if necessary.** Please find below Local Authority information which we advise parents to read carefully.

The advice, briefly, is as follows:-

- An attempt should be made to remove the head lice by repeated combing of wet hair using a plastic head louse detector comb. Combs are available from pharmacies. Plastic head louse detector combs must be used.
- If this fails to clean the headlice infestations, parents should contact the Health Centre (0300 4218855) for a recommended lotion or further advice can be obtained from the school nurse team on the same number.

It is most important that .....

- you check your child(ren)'s hair on a regular basis and follow this advice
- long, loose hair should be tied back to reduce the risk.

## Coalway Kids' Club: After School/Breakfast Club

Before and after school care is provided by Coalway Kids' Club at the following rates, payment in advance: (For the information of Reception parents, this is the building on the right hand side as you come through the school gates)

8.00 - 9.00 a.m.	£3.95 including breakfast
3.00 - 4.00 p.m.	£3.95
3.00 - 4.30 p.m.	£5.00
3.00 - 5.30 p.m.	£7.25

If you have any queries or would like to book a session, please contact Mrs. April Gordon on 839103 between 8.00 a.m. - 9.00 a.m. and 3.00 p.m. – 5.30 p.m. or leave a message on the answer phone and a member of staff will get back to you.

## Wake and Shake



We shall be starting this popular club again on Wednesday 3<sup>rd</sup> October, once the children have all settled in to school. All children across the school are welcome to attend this club, where the children exercise to music to 'wake and shake' themselves up for the day! The club takes place at 8.30 a.m. – 8.50 a.m. Parents may bring their children to the entrance foyer for 8.30 a.m. prompt where a member of staff will collect them. At 8.50 a.m. the children will be taken to their classes.

## Year 2 Clubs

Our Year 2 children will be given the opportunity to take part in a number of after school clubs, starting in Term 2. Details will be sent to parents later this term.

## 'Let's Get Cooking' Club

Year 1 and 2 pupils will be given the opportunity to take part in this very popular after school club later this term – details to follow in October.

## Cauliflower Cards

Parents should find attached information about a fundraising Christmas project run by a company called Cauliflower Cards. Through the scheme, your child will be able to design their very own Christmas card, gift wrap or adhesive labels with you, at home. (Samples of completed cards, gift tags and wrapping paper are on display in the entrance foyer should parents wish to see them).

Once your child has completed their art work at home, parents should return this on the completed Order Form to school, with payment, by **Thursday 11th October**. Any orders placed will raise extra funds for the school (the school will receive an amazing £1.00 for each pack of cards purchased and 50p for each pack of gift tags purchased) whilst also making perfect cards to send to friends and family!

## Governor Vacancy

We currently have a vacancy for a parent governor. Please see letter attached for further details and a nomination form.

# Dates specific to this term .....

## Parents' Evening

The first of our parents' evenings will be held at the end of this month, with parents able to book appointments for either Wednesday 26<sup>th</sup> September 3.15 – 5.30 p.m. or Thursday 27<sup>th</sup> September 3.15 – 7.30 p.m. This Parents' Evening is intended as a chance to find out how your child has settled into his/her new class and is an opportunity to meet your child's class teacher.

Parents may make appointments directly with class teachers, or alternatively ring the School Office to arrange an appointment time. Appointment times are limited to 10 minutes per child to ensure an opportunity for all parents to meet the teachers. If you would like to discuss anything that might take longer than the allotted 10 minutes, please make an alternative appointment date to avoid keeping other parents waiting. Thank you.

## Book Fair



A Scholastic Book Fair will be in school 27<sup>th</sup> September – 2<sup>nd</sup> October. Full details to follow nearer the time.



## Harvest Festival

We shall be holding our Harvest Festival on Thursday 4<sup>th</sup> October at 1.30 p.m. to which all parents are invited. The children will be asked to bring in contributions of produce on Thursday morning. Immediately after the service the produce will be sold and all monies raised donated to charity – details to follow.



## Scholastic Book Club

From time to time we offer parents the chance to buy books through the school Scholastic Book Club. The school earns commission on all books purchased. Please find this month's leaflet attached - any orders should be returned to the school office by Friday 21<sup>st</sup> September. Thank you.

## DATES FOR THE DIARY

### SEPTEMBER

Wednesday 26 <sup>th</sup>	Parents' evening	3.15 - 5.30 p.m.
Thursday 27 <sup>th</sup>	Parents' evening	3.15 - 7.30 p.m.

Thursday 27<sup>th</sup> -Tuesday 2<sup>nd</sup> October      Scholastic Book Fair

### OCTOBER

Wednesday 3 <sup>rd</sup>	Wake & Shake starts	
Thursday 4 <sup>th</sup>	Harvest Festival & Sale	1.30 p.m.

Tuesday 16<sup>th</sup>                      Photograph Day

Thursday 18<sup>th</sup>                    End of Term

Tuesday 30<sup>th</sup>                    Start of Term 2

**COALWAY COMMUNITY INFANT SCHOOL**  
**Child and Family Support Service**  
**Information, Advice & Support for Parents, Carers and Children**



**CONTACT:** Lisa Mudway, Family Support Worker, Coalway Community Infant School, Telephone 01594 833457.

Monday-Thursday 8.45a.m.-3.15p.m., Friday 8.45a.m.-12.45p.m.

**What is the Child and Family Support Service?**



The Family Support Worker works across the Coalway Schools to offer support to children, parents, carers and grandparents in times of need.

Individual work can be carried out with parents, as well as 1:1 or small group work with the children. The work covered may involve social skills, self-esteem, anger management, bereavement, parental separation and individual worries.

The Family Support Worker can also offer information and advice, as well as signpost to other agencies.

If you wish to receive support for yourself or your child please contact the School Office and ask for the Family Support Worker.

**When things change**



All families experience change. There are times when changes beyond our control can affect how we feel; for example, the changes that can come about through a loss or bereavement in your family. We are here should you need support through these difficult times.

**Parents and carers coffee morning**



Every Wednesday morning a coffee morning is held at Coalway Kids Club from 9-10am with a warm welcoming atmosphere and a chance to meet and talk to other parents and carers in a friendly, informal setting.

If you would like to join us please do! You are most welcome.



**Foodbank**

... A reminder that the school has access to the Forest Food Bank. This is a resource where we are able to support local families through the distribution of vouchers. The voucher is taken to the local Food Bank in Coleford and exchanged for food. Families are entitled to support if they meet Food Bank criteria e.g. this could be due to benefit changes or delays, redundancy or debts.

## What Happens Next?



If you decide to take up the offer of support for your child/family, please speak to class teachers or staff at the School Office and let them know that you would like me to contact you. You can make an appointment to visit me at school at a time convenient to you or I can visit you at home if you would prefer.

After talking about the problems you are facing, together we will draw up an action plan. This will cover practical areas of support such as setting boundaries, behaviour management and communicating with your child.

I hope that with our support, you and your child will feel that their time in school and at home is happier.



## **TERM DATES 2018-2019**

### **TERM 1 – 2018**

<b>In-Service</b>	-	<b>Monday 3<sup>rd</sup> September</b>
School Begins	-	Tuesday 4 <sup>th</sup> September (Classes 3-6) Wednesday 5 <sup>th</sup> September (Classes 1 and 2)
School Ends	-	Thursday 18 <sup>th</sup> October
<b>In-Service</b>	-	<b>Friday 19<sup>th</sup> October</b>

### **TERM 2 – 2018**

<b>In-Service</b>	-	<b>Monday 29<sup>th</sup> October</b>
School Begins	-	Tuesday 30 <sup>th</sup> October
<b>In-Service</b>	-	<b>Monday 19<sup>th</sup> November</b>
School Ends	-	Friday 21 <sup>st</sup> December

### **TERM 3 – 2019**

School Begins	-	Monday 7 <sup>th</sup> January
School Ends	-	Friday 15 <sup>th</sup> February

### **TERM 4 – 2019**

School Begins	-	Monday 25 <sup>th</sup> February
School Ends	-	Friday 5 <sup>th</sup> April

### **TERM 5 – 2019**

School Begins	-	Tuesday 23 <sup>rd</sup> April
Bank Holiday	-	Monday 6 <sup>th</sup> May
School Ends	-	Friday 24 <sup>th</sup> May

### **TERM 6 – 2019**

<b>In-Service</b>	-	<b>Monday 3<sup>rd</sup> June</b>
School Begins	-	Tuesday 4 <sup>th</sup> June
School Ends	-	Tuesday 23 <sup>rd</sup> July

# COALWAY COMMUNITY INFANT SCHOOL

## Parent Governor Vacancy

14<sup>th</sup> September 2018

Dear Parent(s)/Guardian(s)

We have a vacancy for a parent governor which we need to fill as soon as possible. Parent governors are elected by and from the parents of children currently attending our school. They serve a four-year term of office and bring a very important and valued perspective to the work of the governing body.

Coalway Community Infant School has always aimed for a partnership with parents, which undoubtedly brings great benefits to the children. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent governor. Parent governors are welcomed as valued members of the team and play a vital role in ensuring the governing body is aware of the views of parents and the local community.

The governing body's main tasks are to support the school, ensure that every child receives a high quality education and plan for future development and improvement. The particular skills that governing bodies need vary and include personal qualities and capabilities, such as the capacity and willingness to learn and work as part of a team. It is expected that governors will make use of the various training opportunities available to them and play a full part in the work of the governing board.

You might like to look at the information for prospective governors on the Gloucestershire County Council website [www.gloucestershire.gov.uk/governors](http://www.gloucestershire.gov.uk/governors). Please note that for the protection of children all governor appointments are subject to a vetting process and identity check. Disqualification regulations (attached) must also be met.

We feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance.

If you are interested in becoming a governor, contact the School Office with your nomination (self nomination is acceptable) which will need to be with the school by 12.00 noon on Monday 8<sup>th</sup> October.

If there are more nominations than vacancies, an election will be held.

Yours sincerely



F Hamilton  
Head Teacher

# COALWAY COMMUNITY INFANT SCHOOL

## Election of Parent Governor Nomination Form

Name:

Address:

Please tick✓

I declare that I have a child on roll at the school and am eligible and willing to serve as a parent governor

I declare that I have read and understood the disqualification criteria

I understand that the post requires me to hold a DBS certificate

Signature:

Nominated by\*: (Signature, name in capitals and address)

Candidate's statement for inclusion on ballot paper:

Completed nomination must be returned to the school by 12 noon Monday 8<sup>th</sup> October.

\*Self nomination is acceptable

## Summary of Disqualification Regulations

A governor must be aged 18 or over at the time of his or her election or appointment and cannot be a registered pupil at the school. A person cannot hold more than one governorship at the same school. A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:

- fails to attend the governing body meetings - without the consent of the governing body - for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors);
- is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order, or an interim debt relief restrictions order;
- has had his or her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to:
  - i) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986;
  - ii) a disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002;
  - iii) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002;
  - iv) an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);
- has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity, or under Section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body;
- has been removed from office as an elected governor within the last five years;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people;
- is barred from any regulated activity relating to children;
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008;
- is disqualified from working with children or from registering for child-minding or providing day-care;
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
- has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
- has received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of five years or more;
- has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years prior to or since appointment or election as a governor;
- refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.

A person is disqualified from election or appointment as a parent governor if they are an elected member of the LA or if they work at the school for more than 500 hours in any school year.

Full details of the Regulations covering the disqualification criteria can be found in [The School Governance \(Constitution\) \(England\) Regulations 2012](#).