

14th September 2018

Dear Parents and Carers,

Welcome to a new school year, I hope you have all had a very happy holiday and have returned to school full of enthusiasm for another busy exciting year. I should like to extend a very warm welcome to all our new entrants who have started in Year R. We would also like to welcome our other new families who have children in years one and two. Please excuse the length of this letter, there always seems to be so much information to impart at the beginning of the academic year.

Welcome to staff

There are some new/returning faces on our staff team this term and I should like to welcome Miss Cheeseman, Puffin Class teacher and I would like to welcome back Mrs Rutherford, PPA teacher for Year 1 and Mrs Tamblin, class teacher for Penguin Class.

Class Organisation

	Class Teacher	Learning Support Assistant (LSA)
Year R (EYFS)	Early Years Leader: Mrs Walters Mrs Walters Mrs Payne / Mrs Tudor Mrs Cowdrey Mrs Heath	Mrs Trimmer Miss Bale Miss Carter-Morgan Miss Bougourd
Year 1 (KS 1)	Year 1 Leader: Miss Smith Miss Smith Miss Carter Miss Paterson/Mrs Janes Miss Pound	Mrs Tuck Mrs Lovegrove Mrs Vincent Mrs Doughty
Year 2 (KS 1)	Year 2 Leader: Mrs Cox Mrs Cox Mrs Greatrex/Mrs Tamblin Miss Cheeseman Miss Binns	Mrs Wilson Mrs Simpson Mrs Coombs Mrs Roberts
Deputy Headteacher		Mrs Hannan
Inclusion		Mrs Ross
SNA's working with Children		

Mr West, Mrs Coombs,
Mrs Mannering-Smith, Mrs Wilson,
Mrs Atkinson & Mrs Rice.

Able Child

Ms Heinemann.

Librarian

Mrs Blewett

Working in the office

Mrs Lodder – School Business Manager
Mrs Evans – Administration Officer

Network Manager

Mr West

Caretakers:

Miss Carter-Morgan & Mr Keler

Lunchtime Supervisors

Mrs Cranham, Mrs Simpson, Mrs Rice
Mrs Wilson, Mrs Vincent, Mrs Lovegrove,
Mrs Burns, Mrs Newbury, Mrs Doughty,
Mrs Tuck, Miss Winsland, Mrs Pogson,
Mrs Roberts & Mrs Atkinson.

Planning, Preparation and Assessment (PPA) time

Provision is made within our budget for staff to be released from the classroom to carry out their other professional duties. All members of staff have areas of the curriculum for which they are responsible and this time allows them to help other colleagues within their area of expertise. Staff may vary times and days to suit particular needs but each week you will see the following staff working in these Year groups.

Year R	Mrs Gath & Mrs Hannan
Year 1	Mrs Rutherford & Mrs Ross
Year 2	Mrs Freeman

Should you see another face in the class, it is probably because your child's teacher is ill and a temporary replacement has been found.

School Hours

School hours are as follows:-

Doors open for EYFS	8.30 am
Doors open for KS1	8.35 am
EYFS Registration and start of school day	8.40 am – 11.45 am
EYFS Afternoon session	12.45 pm – 3.05 pm
Key Stage 1 Registration and start of school day	8.45 am – 12 noon
Key Stage 1 Afternoon Session	1.00 pm – 3.10 pm

Start of the School Day / Attendance

Please may we remind you that we have been instructed by the Government to mark children who are not present when the registers are taken at 8.40 am and 8.45 am respectively as **absent**, and then mark them as **late entrants** if they subsequently arrive.

There must be a **valid reason** for all absences – a note please to explain illness, doctor, dentist, etc. will be required. If we have no explanation, it has to be assumed truancy has occurred and the absence will be recorded as unauthorised and shown on your child's annual written report.

Regular occurrences of either of the above issues could result in visits from the Educational Support Adviser and, at worst, appearances in court.

To prevent these issues from arising, please **make sure your child is here by 8:30/8.35 a.m. or send a note or telephone call to alert us to the reason for absence.**

Leave of Absence

A child's illness should normally be the **only** reason for absence.

In exceptional circumstances ie a family crisis or for Service Personnel, the Head Teacher **may** grant leave of absence from school. Requests must be made in writing well in advance of the dates for which leave is requested, a form is available from the school office.

Parents are **legally** required to ensure that their child/ren attend school regularly. Nothing undermines a pupil's educational progress more than frequent absences. The governors / school expect the co-operation of parents in securing the regular attendance of pupils at school.

Just a reminder that Hampshire County Council has implemented a Fixed Penalty Notice policy which will result in fines for unauthorised absence. As a Hampshire School we will need to adhere to this policy. Should you have any questions, please do not hesitate to contact us.

Free School Lunches

School lunches can be ordered on a daily basis and are **free** to all children in the Infant School. Children may still bring healthy packed lunches to school if they prefer. We are a nut free school, this includes Nutella and peanut butter sandwiches.

Signing in Book

May I remind all visitors to the School during the day, including helping parents, that it is necessary for you to collect a lanyard and to sign the book at the Office Reception desk, upon your arrival and before your departure. Children who are taken out of school during the day also need to be signed in and out. This is a requirement of our Fire Safety Regulations.

Emergency Numbers

To ensure our emergency names and telephone numbers are up to date and accurate we would appreciate the names and telephone numbers of childminders in addition to our normal emergency contacts. **Please inform the office when any of the above information changes.** Thank you. In accordance with the Data Protection Act, your child's name, address, medical information and emergency contact numbers will be processed electronically for administrative purposes in the School Office. Our Privacy Notice: Pupils, Parents and carers document can be found in the Policies section of the school website.

Back Packs

Due to a lack of cloakroom space, we would be very grateful if you would send your child to school with just their lunch box, book bag with plastic wallet inside and **no** back packs. This will ensure that the children can hang their coats and PE bags on their pegs. Please refrain from adorning school bookbags with keyrings as this prevents the bags fitting into your child's drawer or reading box.

Parking of Cars

Please may I remind all parents that at the beginning and end of the day we **only** have parking spaces for parents who have a valid blue disabled permit. Please can I also ask you not to block cars in when picking up and to respect our local residents when choosing somewhere to park. Limited parking permits are available from the office for Crossways Carpark (by the Doctors surgery), valid from 3-4pm during term time. Parking is free until 9am. Please do not use the private small car park at St Johns Church as this is intended for users of the church building and pre-school. Thank you.

Use of the Playdale and slide

Children should not be allowed to use the slide and “Playdale” equipment before and after school. This equipment should only be used when supervised by a member of my staff during the school day. Should your child have an accident before or after school when there is no school supervision, they will not be covered by our insurance.

Scooters and bicycles on site

At Hook Infant school we have a policy of **no** scooters or bicycles to be ridden inside the school grounds. This decision was made to ensure the health and safety of all children and their parents/carers as they move around the site. There are three scooter pods on the school site and we are happy that scooters remain in school all day to save you carrying them home.

Pick up time

Please can we ask parents **not** to enter the school grounds until after 3:00pm. The teachers are still delivering lessons and it is quite distracting for young children to see their parents waiting.

Birthdays

Birthdays, as we all know, are a very important part of a child’s life and we celebrate your child’s birthday in school in a variety of ways. We sing “Happy Birthday” either in the classroom and/or in whole school assemblies, present your child with a birthday sticker and try and make them feel very special for the day. In the past, many parents like to provide sweets for the class to take home as part of the celebrations, which we appreciate is a lovely gesture but, in line with our “Healthy School” status, we do not allow this. Continuing with birthday celebrations, we would like to ask you to try and give out as many birthday invitations yourself. We are more than happy for you or your childminder to stand outside the classroom door and try and catch as many invited families as possible before or after school. Should you not be able to catch one or two invitees, we will be happy to place these **few** invites in bookbags. Thank you for your understanding and cooperation with these birthday arrangements.

Fliers in book bags

From time to time you will find fliers in your child’s book bag. The school does not endorse these companies or events, but merely acts as a vehicle to keep you informed of such events or services available.

Earrings

Please can I remind all parents that children are not allowed to wear any jewellery in PE sessions, for health and safety reasons. My staff are not allowed to remove your child’s earrings and cannot assist in their re-insertion. Therefore I would I ask all parents to remove your child’s earrings on PE days so that they do not miss out on a vital part of the curriculum. PE days are displayed on the window of your child’s classroom or at the Year 2 external door. Only stud earrings may be worn in school for health and safety reasons.

Hair & Hair Accessories

All long hair needs to be tied back for P.E please. Whilst we are happy to see small hair accessories, please can they be kept to our school colours of blue, white or grey. We do not allow hair extensions or dyed hair at school.

Interviews with parents

The teachers will be pleased to see you on the following days throughout the year:-

Tuesday:	Yr 1	2.45 – 3.00 pm
Wednesday:	Yr 2	2.45 – 3.00 pm
Thursday:	Yr R	2.45 – 3.00 pm

Close liaison between teachers and parents is very important in the interests of the children’s progress and I would suggest that you try to make use of these slots. Please ensure you arrange with the teacher a suitable date. To accommodate working parents and those who are unable to attend face to face meetings, we are happy to arrange a consultation via

the telephone during the above stated times. Please could you see your child's class teacher should you wish to book a face to face or telephone appointment.

Library parent helpers

Year 1 and 2 classes are looking for parent helpers to help with their library book change day. Please speak to the class teacher if you are able to help. A current DBS certificate is needed and details can be found by speaking to Mrs Evans in the school office.

And finally....school communication

This newsletter has been sent to parents via Parentmail. Should you not have received this communication via email please contact Mrs Evans in the office who will set up and / or check your Parentmail account. Newsletters and recent photographs are regularly updated on the school website www.hookinfants.co.uk

I look forward to seeing Year R parents at the Welcome to Year R parent meeting in the hall on Wednesday 19th September from 2.15pm-3pm, your chance to find out what will be happening this academic year.

Yours sincerely

Mrs M D Walker
Headteacher

Dates:

19 th	September	Welcome to Year R meeting for parents 2.15 pm - 3 pm
21 st	September	Starfish Class assembly to parents 9:00 am – 9:10 am
28 th	September	Turtle Class assembly to parents 9.00 am - 9.10 am
28 th	September	HSPA New Year R parents coffee and cake in Hedgehog room 2.30 pm – 4 pm
2 nd	October	Individual Photographs taken by Cardwell and Simons
4 th	October	Harvest Festival – food collection to be made for the Hart Foodbank.
5 th	October	Flamingo Class assembly to parents 9.00 am - 9.10 am
10 th	October	Flu immunisations – consent forms to follow
12 th	October	Dolphin Class assembly to parents 9:00 am – 9:10 am
16 th	October	Parents Evening 3.45 pm – 7.15 pm – sign up sheets available from 3/10/18
18 th	October	Parents Evening 3.45 pm – 7.15 pm – sign up sheets available from 3/10/18
19 th	October	Penguin class assembly to parents 9:00 am – 9:10 am
19 th	October	Year 1 Pirate dressing up day

22nd - 26th October – Half Term

30 th	October	Owl and Puffin Class to Seacity museum – details to follow
31 st	October	Penguin and Flamingo Class to Seacity museum – details to follow
1 st	November	1.30 pm – 2.30 pm Open Event for 2019 new parents
2 nd	November	9.15 am – 10.15 am Open Event for 2019 new parents
3 rd	November	HSPA Fireshow
9 th	November	Seahorse Class Assembly tp parents 9.00 am – 9.10 am
16 th	November	Puffin Class Assembly tp parents 9.00 am – 9.10 am
16 th	November	Children In Need – Non uniform day
23 rd	November	INSET DAY – school closed to children
1 st	December	HSPA Christmas Fair
14 th	December	NSPCC Christmas Jumper Day
21 st	December	Term ends at 1.15 pm