



Thursday, 07 September 2017

Sir John Cass's Foundation
Primary School
Headteacher: Mr T Wilson

Dear Parents and Carers,

It was lovely to see all of the children back to school yesterday. All the classrooms are busy today with everyone getting back to work quickly. I thought it would be useful to update you on a few items.

Exciting news about the playground

We've just had some very exciting news about the playground. Dorsett - the company behind the new hotel near Aldgate station has generously provided funding of £18000 to support our plans to put some exciting new play equipment on the main playground. This is in addition to some funding from Helical Bar, the developer behind the construction of the tower next door to us. You can see the proposed drawings for the play equipment in the entrance hall. We still need a little more money so if you have any contacts in business who might be willing to help, do put them in touch with me.

Meet the teaching team

Please note, our initial meeting at the start of the school year to introduce the teaching team and share information about the curriculum, teaching and learning will be on Thursday 14th September at 9.00am and again at the end of the school day. Meetings will take place in Reception to Year 6. Curriculum grids for the coming term will also be shared next week.

Data collection form

I'm afraid it's that time of year again. You will have found our data collection form in your child's book bag. It's really important we have up to date information about you and emergency contact details for every child. Our first priority in school is ensuring the health and wellbeing of your child so it's vital that you spend some time carefully completing this form. Please return this to school by Friday 15th September, 2017.

Feedback from last year

Thank you to all parents and carers who shared views about the quality of provision in school. This really helps us to set priorities for the coming year. I will share some of the findings in our next newsletter.

Home school book

Every child has received a home-school book. This contains important information and your child needs to look after this carefully. You must check your child's home-school book every day. In Year 1 to 6 we update your child's behaviour chart with a coloured sticker for each day. You must sign this chart at the end of every week. In the early years, you can use the home learning page to tell us a little about what your child has been doing out of school.

Clubs

Clubs will start over the next couple of weeks in school. At the moment our PE and Sports Coach, Mr Osborne and our Assistant Head, Ms Caunter are organising clubs. We will write to you shortly

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if your child has a place in a club. Please note, there is a charge for your child to attend an after school club of £15 per term. This typically works out at about £1.25 per session so it's amazing value for money!

If your child has a medical appointment

We ask that parents and carers try to set medical appointments out of school hours. We do understand that this is not always possible. Parents and carers should still complete the request for time out of school form when they have an appointment.

Illness

If your child is unwell you must contact the school on the first day of the absence to let us know and keep in touch throughout the illness. We provide a useful guide on the school website about infections and the recommended course of action if your child has a particular illness. It is available on the key information pages of our website: <http://tinyurl.com/hv56f27>.

Medical support plans

If your child has a medical condition, it might be necessary to set up a medical support plan to help promote good attendance and punctuality. Please speak to Claire Bush- our attendance and welfare assistant- who will be happy to help.

Religious observance

If you wish to request leave for religious observance, please complete leave request form.

Term time holidays and absences

Permission for leave will only be granted in exceptional circumstances. I cannot emphasise enough how disruptive it is to take your child out of school at any time of the year. However, if you have an emergency and need to request absence in term time you must contact the office as soon as possible and request a leave of absence form. We usually arrange a meeting with you to discuss the matter.

Term time absences may only be taken if authorised. If an absence is not authorised you may be issued with a penalty notice. The penalty notice is given to both parents even if it only relates to 1 child. The penalty is currently set at £60 if paid within a time limit. This is a very serious sanction and it has not been necessary to use it until now. If your child has a further unauthorised absence in one school year, you are at risk of prosecution by the local authority.

Punctuality

Please be on time every day. We expect every child to be prompt each morning. The bell rings on both playgrounds at 8.55am but the gates are open from 8.45am every day. Being late disrupts the morning routine for everyone and it can have a very negative impact on the learning of your child. In the unlikely event that you are late you should go to the office and sign in so we can update our registers.

Yours sincerely,



Mr T Wilson | Head teacher