

16th September 2016

Dear Parents and Carers,

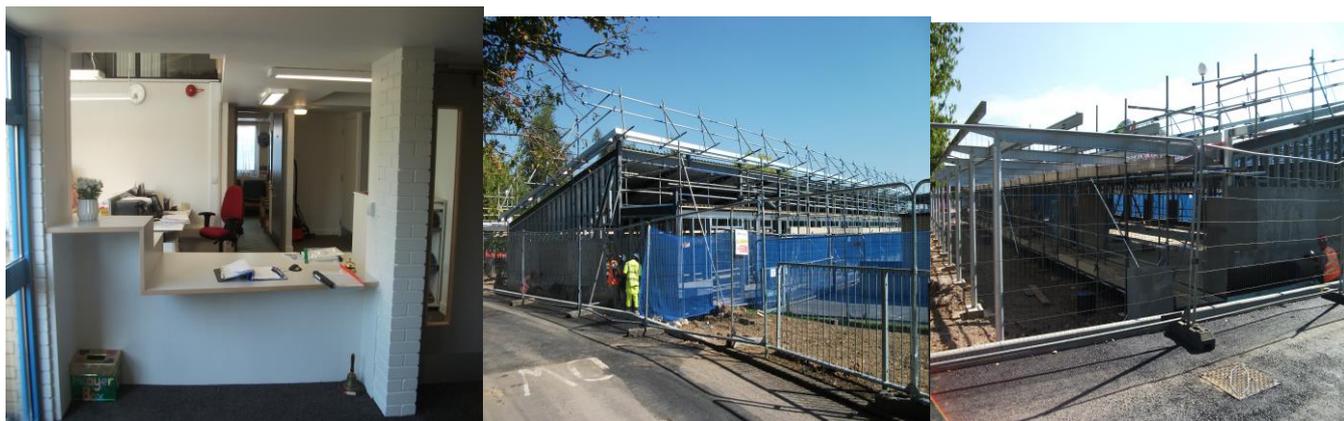
Welcome to a new school year, I hope you have all had a very happy holiday and have returned to school full of enthusiasm for another busy exciting year. I should like to extend a very warm welcome to all our new entrants who have started in Year R. We would also like to welcome our other new families 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 faces on our staff team this term and I should like to welcome Mrs Walters, Butterfly Class teacher and Miss Binns, Flamingo Class teacher, we hope they will both be very happy at Hook Infant School.

Changes over the Summer Break

Once again there have been a number of changes made to the school over the summer break. Our office and reception area has undergone an extension and I hope is now more inviting and personable. The music room has been transformed into a classroom, the hall extended and the Year R canopy relocated to behind the Year 2 block. Work on the four new classrooms continues at a pace and the roof is now in place. May I thank you for your patience with the restricted access to the school whilst the building works continue, especially around the Church View gate onto the playground which has become a real bottle neck. Can I remind everyone, that the gate nearest the reception/office is far less congested and might make your exit from the school playground quicker.



Class Organisation

Classes have at least one classroom assistant working with them.

	Class Teacher	Learning Support Assistant (LSA)
Year R (EYFS)	Early Years Leader: Miss Doig Miss Doig Mrs Odufona / Mrs Tudor	 Mrs Heath Miss Ferris

Mrs Walters
Mrs Cowdrey

Mrs Trimmer
Miss Carter-Morgan

**Year 1
(KS 1)**

Year 1 Leader: Mrs Tamblin

Mrs Tamblin
Miss Smith
Miss Gray

Mrs Lovegrove
Mrs Vincent
Mrs Pullen

**Year 2
(KS 1)**

Year 2 Leader: Mrs Cox

Mrs Cox
Miss Pound
Mrs Greatrex
Miss Binns

Mrs Wilson
Mrs Simpson
Mrs Lohead
Mrs Coombs

Deputy Headteacher

Mrs Hannan

SENDCO

Mrs Ross

SNA's working with Children

Mr West, Mrs Lohead
Mrs Coombs, Mrs Mannering-Smith,
Mrs Atkinson, Mrs Roberts & Mrs Wilson
Ms Heinemann

Able Child

Librarian

Mrs Blewett

Working in the office

Mrs Purdue – School Business Manager
Mrs Evans – Administration Officer

Network Manager

Mr West

Caretakers:

Miss Carter-Morgan & Mr Keler

Lunchtime Supervisors

Mrs Cranham, Mrs Simpson, Mrs Pullen,
Mrs Wilson, Mrs Vincent, Mrs Lovegrove,
Mrs Burns, Mrs Dobbie, Mrs Newbury &
Mrs Rice.

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/classes:

Year R	Mrs Odufona & Mrs Gath
Year 1	Mrs Rutherford
Year 2	Mrs Ross & Mrs Gath

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 at	8.35 a.m.
EYFS Registration and start of school day	8.45 am – 11.45 am
EYFS Afternoon session	12.45 pm – 3.10 pm
Key Stage 1 Registration and start of school day	8.45am – 12noon
Key Stage 1 Afternoon Session	1:00 pm – 3.10pm

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 8.45 a.m. 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 8.35 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 Services 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 is implementing 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. Part of the assessment of attendance incorporates lateness and it is essential that children are in class promptly in the mornings. They must be in their classrooms at 8.45am, to ensure that they are not marked late in the register, which could result in a fine for persistent lateness.

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.

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.

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 bookbags will not fit in classroom drawers.

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 disabled permits and can display a school parking 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. Disabled parking permits for this academic year are available from the school office on production of a valid blue badge. Limited parking permits are available 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 on site

At Hook Infant school we have a policy of **no** scooters to be ridden inside the school grounds. This decision was made to ensure the health and safety of the 297 infant children and their parents/carers as they move around the site. Please can I ask you to carry your scooters and only let your child ride on them once outside the school grounds. Thank you in advance for your assistance in this safety matter.

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 more than happy to place these **few** invites in bookbags. Thank you for your understanding on 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. Thank you for your support in this matter.

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 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.

HSPA AGM – Wednesday 28th September 7.00 pm

On Wednesday 28th September the Hook School Parent Association (HSPA) are holding their annual meeting in the infant school hall. This meeting is a chance to find out more about what the HSPA do, what events they organise & what ways you might be interested in getting involved. They also elect in the current year committee and present the school with a cheque for all the money raised last year. All are welcome, drinks & nibbles are provided. For more information from the HSPA please get in touch via Facebook (www.facebook.com/HSPA.org.uk) or on email at contactus@hspa.org.uk

And finally....school communication

This newsletter has been sent to Year 1 and 2 parents via Parentmail to your email. 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 5th October from 2.15pm-3pm, your chance to find out what will be happening in Year R.

Yours sincerely

Mrs M D Walker
Headteacher

Dates:

23rd September Penguin Class assembly for parents 9:00 – 9:15 am
27th September Year R photograph to be taken for the Hook Herald
28th September HSPA AGM 7:30 pm

30 th	September	Dolphin Class assembly to parents 9:00 – 9:15 am
4 th	October	Individual Photographs taken by Cardwell and Simons
5 th	October	Welcome to Year R meeting for parents 2.15 – 3 pm
7 th	October	Owl Class assembly for parents 9:00 – 9:15 am
7 th	October	New Year R parents coffee and cake meeting in the hall 2:30 – 4:00 pm
14 th	October	Starfish Class assembly to parents 9:00 – 9:15 am
17 th	October	Parents Evening 3.45 – 7.15 pm
19 th	October	Parents Evening 3.45 – 7.15 pm
20 th	October	Puffin class assembly to parents 9:00 – 9:15 am
20 th	October	Year 1 Pirate dressing up day
21 st	October	INSET day – school closed to children

24th - 28th October – Half Term

5th November – HSPA Fireshow