

Dear Parents



Welcome back to another year at Cedars Primary School and Nursery and a special warm welcome to all of our new children and families!

At the start of term there are a number of reminders about procedures and everyday routines plus a few news items.

Names of Classes and Teachers

Nursery

Penguins Class

Elee Perkins (Teacher)

Reception

Ladybirds Class

Mrs James (Early Years Leader)

Butterflies Class

Mrs Jones and Miss Armitt

Key Stage 1 (years 1 and 2)

Hedgehogs Class

Miss Hudson (Key Stage 1 Leader)

Badgers Class

Mrs Morrell

Owls Class

Mrs Lockley

Lower Key Stage 2 (Years 3 and 4)

Zebras Class

Miss Hunt (Lower Key Stage 2 Leader)

Giraffes Class

Mr Hoten and Mrs Tucker (Student Teacher)

Lions Class

Miss Saddler

Upper Key Stage 2 (Years 5 and 6)

Stingrays Class

Mrs McGarragh (Assistant Head/Upper Key Stage 2 Leader) and Miss Pollendine

Dophins Class

Miss Stankowski

Sharks Class

Mrs Parker-Routh

Annual Calendar

Our Annual Calendar 2019-2020 can be found on the school website under 'News and Events'. For those parents who have signed up to Parentmail a copy is attached with your mail. For those parents who have not signed up to Parentmail, a paper copy of the calendar should be attached to the newsletter. Please speak with the School Office if you would like to sign up to Parent mail it is far more efficient than putting paper copies of communication in children's book bags.

Home and School Communication



Following your feedback last term as part of the Parent Survey regarding the use of Home/School Communication Book and Reading Record, Governors have

made the decision to not continue with purchasing them. Most information contained in the books can now be found on our website and most communication between you and school is now either by email or verbally face to face. The Books are expensive and for those small group of Parents who write short notes in the book this can easily be written on a piece of paper which has no cost to the school. Unfortunately the School Budget keeps getting tighter!

We know that good communication between home and school is a vital part of our partnership and therefore moving forward we would like to request that if you need to get a short message to school you either write a note or speak with the Class Teachers at the beginning or end of the day. For extended messages may we request you continue to telephone, write us an email and/or set up a meeting with the Class Teacher or other members of Staff as required.

A record of your child's reading is important and communication with school regarding this is important too. Today your child will have brought home a Reading Record. Please see the Homework Policy for Home Reading Expectations.

We have also attached a Home School Agreement and E-Safety Agreement for your information.

Year 6 children have a Planner to use this year. We are hoping this will help prepare them for Secondary School in less than a years' time! The Planner should be kept in their school bag and be brought to school from home and taken back again every day. We ask that you check it daily

and that your child informs their class teacher of any messages sent from you. Your child's regular reading should also be recorded in this book alongside Homework.

Start and End of Day Procedures

A teacher will be on duty from 8.30am -



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8.45am each day. Please bear in mind that, before 8.30am, your child is your responsibility and they should not be on school site before this time unless attending our Breakfast Club.

For children in Nursery, Reception and Key Stage 1 (Years 1 and 2) we ask that a parent/carer takes them to the school building door for their year group and 'hands them over' to a member of staff on the door. Children in Key Stage 2 (Years 3-6) may make their own way to class.

Start of morning Nursery is 8:50am and afternoon Nursery 12:20pm. Children should be in Nursery at this time. The Nursery morning session ends at 11:50am and the afternoon session ends at 3:20pm. Children are able to attend Nursery all day on request.

If your child attends Breakfast Club, Nursery to Year 4 children will be taken to their classrooms by a member of Extended School Day Team and Year 5

and 6 children will be asked to make their own way to their classrooms.

Start of school for children in Reception to Year 6 is 8:55am. The doors open at 8:45am to enable children to arrive within this 10 minute 'window' and teachers set morning work and activities for children to complete in this time.

At the end of the school day (3:15pm) to ensure children's safety, we will continue to dismiss all children one by one to ensure they are 'handed over' to a parent/carer. All children exit via their year group doors onto the playground. For children's safety please let the school know in advance, and preferably in writing, if someone else will be collecting your child from school. In the event that we have not heard from you about a change in circumstances we hope that you will understand that in the interests of your child's safety we cannot 'hand over' your child. It is therefore vital that we know of any change of circumstances.

You may choose for your child in Years 5 and 6 to walk home independently. Please complete the forms given out this week to inform the Class Teachers.

If your child attends After School Clubs, they will be collected from their classrooms by a member of the Extended School Day Team.

Cycling to School

If your child would like to cycle or scooter to school this academic year, we would request that your child wears a suitable helmet, have a roadworthy bike/scooter and have had basic instruction in cycle/road safety. **Children in**



Reception to Year 4 must be accompanied by a responsible adult.

Fruit, Healthy Snacks and Water



We are very pleased that children in Nursery, Reception and Years 1 and 2 are provided with a healthy fruit or vegetable snack during the school day. In keeping with being a Healthy School all children in KS2 (Years 3-6 are also welcome to bring their own healthy snack to have during morning play - **this should be fruit, vegetables or dried fruit (snack bars or any other sort of biscuit/crisp snacks are not permitted).** I would also like to remind parents that **children should not bring nuts or nut containing products into school as we have some children that have severe Nut Allergies.**

From **Year 1 upwards**, we also ask that parents supply a suitable **water bottle** for their child to have in school. During the day water bottles are stored in a tray in the classroom and it is therefore vital that bottles are clearly named. For hygiene reasons water bottles will need to be taken home at the end of each day for washing.

Medical

If your child needs to use an inhaler in school, **please ensure you send the inhaler into school**, clearly labelled with your child's name. You will need to sign and return a medical form as soon as

possible please (forms are available from the Office).

If there have been any changes to your child's medical condition please let your child's class teacher know.

E-Safety



If you have purchased a new laptop, computer, tablet, iPad or phone over the summer in preparation for the new school year it might be a good time to freshen up on E-Safety. Our website features an E-Safety section with links to helpful websites that can help you ensure that you and your children are keeping safe on-line.

Go to our website and on the home page click 'Information' and then click 'E-Safety' to get up-to-date.

School Hot Lunches

A reminder that we provide hot lunches. Children in Reception and Years 1 & 2 receive their meals free of charge (paid for by the government). The cost for children in Key Stage 2 (Years 3-6) is £2.35 per day. Some children in Key Stage 2 will be entitled to a hot meal also paid for by the government. If you think your child is entitled to a free meal, please speak with the School Office team or follow the link on our website under 'Information', 'Food and Drink at School'.

Hot lunches must be ordered via the Parentpay website by midnight on Tuesday for the following week. Use the link: www.parentpay.com

Attendance and Punctuality

I would like to remind everyone of the school's attendance policy and have attached a copy of this for your reference. Please note that Headteachers are no longer able to authorise holiday leave. There are, however, some exceptional circumstances where leave may be granted.

I would like to thank you in advance for your understanding and support in ensuring good attendance and punctuality for your child.

Friday Celebration Assembly

In every Friday Assembly we celebrate children's achievements both at school and from home. If your child would like to share their achievements from home, please help them to prepare what they



would like to say and show. I have a 'Special Box' in my room to look after their artefacts e.g. medals, trophies, certificates.

Helping and Supporting Your Child at Home - Homework



All homework tasks and activities this year will be designed to develop, consolidate and reinforce your child's knowledge and skills in English and maths.

Reception

- Reading with your child, your child reading aloud to you at least 5 times a week
- Spring and Summer Terms: Practising reading 'Key Words' Counting in 2s, 5s and 10s

Key Stage 1 (Years 1 and 2)

- Reading with your child, your child reading aloud to you at least 5 times a week
- Maths work every fortnight (up to 20 minutes)
- Learning the 2s, 5s and 10s multiplication tables (Year 1)
- Learning the 2s, 5s, 10s and 3s multiplication tables facts (Year 2)
- Topic based projects throughout the year

Key Stage 2

Years 3 and 4

- Reading with your child, your child reading aloud to you at least 5 times a week
- Maths work every fortnight (up to 30 minutes)

- Learning the 2s, 5s, 10s, 3s, 4s and 8s multiplication tables facts (Year 3)
- Learning the rest of the multiplication tables facts to 12x12 (Year 4)
- Topic based projects throughout the year

Years 5 and 6

- Reading aloud to you at least once a week, reading at least 5 times a week independently
- Maths work every week (up to 30-.45 minutes)
- Continual practice of recalling all of the multiplication tables facts to 12x12 (Years 5 and 6)
- Topic based projects throughout the year
- Additional work will be set throughout the year to support the children with spelling, punctuation and grammar

Homework will be given out on a Thursday and expected to be completed for the following Tuesday for **Years 1, 2, 3 and 4**.

For **Years 5 and 6**, Homework will be given out on a Thursday and the children will be told when it is expected to be handed in.

Homework will be set from week beginning 16th September 2019.

The Homework Policy can be found on our website (under 'Information', 'Policies and Procedures').

Multiplication Tables

Reminder children can learn their tables using Timetables Rockstars which can be found on our website under Classes. Year 2 will be given their passwords for Timetables Rockstars after half term. Years 3-6 can continue to use their log-in from last year.

Mobile Telephones

I would like to remind everyone about the school policy on the use of mobile phones. **Children should not bring mobile**



phones or any other portable electrical devices into school. If children in Year 5 or

Year 6 are coming to school independently of a parent and for safety reasons parents wish their child to have a mobile phone for the journey, **they must be handed to the Office at the start of the school day.** Should you wish to have us look after a phone for your child, please complete a request form (available from the office). Any phones found in school which are not registered with us will be taken into safe keeping and will only be returned to an adult.

Children are not permitted to use mobile phones on the school premises - this



includes making/receiving calls or messages and using devices for recording (audio or images). The school will regard any transgression regarding the use of

mobile phones, as a serious breach of our Attitudes and Behaviour Policy.

Parking

We recognise that parking is a challenge at the beginning and end of the school day, however, the safety of the children is paramount - please therefore make sure you are not parking on the pavement or blocking pathways.



Harvest Collection and Assembly

Our Harvest Assembly will be held on **Thursday 17th October at 9:30am at Lovat Hall.** Once again we would like to support the Food Bank in Milton Keynes. We know that the donations are always much appreciated and go directly to local families in need. Therefore please can any donations be in packets, tins or bottles as the food bank cannot deal with fresh produce. **Donations may be sent into school any time from Monday 14th October.**

Macmillan Coffee Morning

The PTFA will be holding a Macmillan Coffee Morning following the Harvest Festival at Lovat Hall.



Do come along for some delicious cake, a coffee and a natter! **Donations**

may be sent into school any time from Monday 14th October.

Aldi Sport Kit Promotion

Aldi are running a 'Kit for Schools' promotion to give 20 Primary Schools the chance to win £20,000 as a health legacy for their school. Every school who enters by completing their Aldi's Kit for Schools poster, will also receive an exclusive school sports kits!

Every time you spend over £30 in any Aldi store you'll receive a Team GB sticker. Bring your stickers to school and pop them in the box in reception. We will transfer them to the poster. Once the poster is complete with 300 stickers and we send the poster back, we will



receive an exclusive sports kit and be in with a chance to win £20,000.

School Clubs

As you can see from the Annual Calendar, clubs start during the week commencing 23rd September. Miss Pollendine will be sending out the Autumn Term programme early next week. Please remember to **return your child's choice to the School Office by Friday 13th September.**

Parent Mail



Please can I remind you that we do not usually send home paper copies of whole school communication. This is to try and reduce copying costs and administration and in many cases we

often find that newsletters and letters stay crumpled in the bottom of children's bags. We publish newsletters and letters on our school website and our **preferred method of post is email** - this means that whole school communication can be emailed directly to parents on the day of publication and saves the age-old problem of the lost communication in the bottom of a bag! Newsletters will usually be published on a Friday at the end of each month.

If you are happy to receive communication by email, and have not signed up already, please sign up to Parent Mail. For more details, please speak to the School Office.

And finally please remember to read the following:

- **Attendance Policy**
- **Homework Policy**
- **Home School Agreement**
- **E-Safety Agreement**

Thank you all for a super start to the new school year. We look forward to another exciting and successful year at Cedars Primary.

Have a good weekend.

Yours sincerely

Lisa Munday