

**CHARLTON KINGS INFANTS' SCHOOL
LYEFIELD ROAD EAST
CHARLTON KINGS**

3rd January 2018

Dear parents and carers,

Happy New Year!! I do hope that you have all had a relaxing Christmas with a chance to re-charge the batteries ready for the year ahead. I can hardly believe that a year has gone by since I joined the school. What a busy year we have had and what wonderful memories we have created during that time. We are all excited about the new opportunities and challenges that this year will bring and look forward to celebrating the achievements of all within our school community.

Staff news:

We said a fond farewell to Mrs Kear at the end of last term and are delighted that Miss Muskett has now become a permanent member of the teaching team based in Blue Class. Mrs Roberts our Blue Class teaching assistant will be reducing her hours from the beginning of this term and we welcome Miss Shelmerdine to the class during the afternoons.

At the end of last term, we also re-structured our administrative roles to ensure that we build expertise whilst also continuing to manage our school budget and the expectations of being an Academy in an ever changing educational climate. As part of this process, we have introduced the role of a School Business Manager. We are delighted that Mrs Marquess was successfully appointed to this role. Mrs Storey continues in the role of School Secretary/Administrator Monday to Wednesday and we have appointed Mrs Crowley to the role of Marketing and Website Administrator. We plan to recruit an additional Administrator/Receptionist to cover Mrs Storey's role on a Thursday and Friday, and to offer additional administrative support. We continue to advertise for a Clerk to the Governors. If you are interested in the role, or know of anyone who would be interested, please contact Mrs Marquess for further information sbm@ckis.org.uk.

We will also be saying a fond farewell to both Mrs Fulvio-Mason and Miss Cuciurean as they leave Kindergarten during the first few weeks of term to take up new posts. We are currently advertising for new practitioners and will of course inform you of further details once appointments have been made.

Our team this year is as follows:

Administration	School Business Manager – Mrs Marquess School Secretary – Mrs Storey (Mon-Weds) Marketing and Website Administrator – Mrs Crowley (Friday am) Caretaker – Mr Jeffree	
	Lead Practitioner	Key person and Assistants:
Kindergarten	Mrs Howie	Mrs Tacey, Mrs Russell, Mrs Coombe, Mrs Evans
	Class teacher:	Teaching Assistants:
Reception	Mrs Parsons (Red Class) Miss Maclachlan (Yellow Class) Miss Muskett (Blue class)	Miss Bubb Mrs Ralph Mrs Roberts am / Miss Shelmerdine pm
Year 1	Mrs Jones and Mrs Fox (Green Class) Mrs Tyler and Mr Bracey (Purple Class) Miss Weyman (Orange Class)	Mrs Nevin Miss Reed Mrs Driscoll am / Mrs Ertughrul pm Mrs Angrave and Mrs Wiggins
Year 2	Mr Owens (Magenta class) Mrs Koller and Mrs Morgan (Indigo Class) Mrs Hunt and Mrs Tayler (Violet Class)	Mrs Pritchard and Mr Mason Mrs Jeffree, Miss Moss and Mrs Simpkin Mrs Tayler and Mrs Miller Mrs De Cuy
	Year 1 & Year 2 Intervention Teaching Assistant - Mrs Herbert	

Attendance:

- Thank you for continuing to ensure that your child arrives to school on time and lines-up promptly at 8.50am with their friends and teacher. This ensures that both your child and their class mates are settled and ready for their key early morning learning activities.
- Please inform the school office on the first morning of any absence. If we haven't heard anything from you by playtime, as is our practice, we will contact you.
- Regular attendance at school is vital to support your child's emotional well-being and learning. Please can I therefore remind you that requests for absence from school will only be granted in exceptional circumstances. It will not be granted for odd days attached to weekends or for special birthday treats. Any requests for absence should therefore be made in writing to myself outlining the exceptional circumstances surrounding the request.

Weather:

Thank you for your support and understanding during our recent snowy conditions. The children had a wonderful few days exploring the snow together! My decision to close the school is always based upon the safety of the children. As long as we have enough staff, a warm school and food to eat, we will always endeavour to open. Should we be faced with any further snowfall or adverse weather conditions, we will inform you as early as possible via text message and the school website.

Our termly value:

This term our school value is 'Acceptance'. We will continue to explore our school value each week through both whole school assemblies and class learning opportunities. Children who have demonstrated this value during the week will also be celebrated during our Friday family assembly when we give out our school certificates. During this term, the children will be encouraged to think about what makes them and others special and unique. They will also be encouraged to think about differences and how we can demonstrate respect for the needs and views of others.

Cups:

Congratulations go to Olivia Andrews (Y2) who was awarded the Performing Arts Cup, to Tommy Lloyd (Y1) who got the Sports Cup and to Tallulah Lock and Tommy Matile Moore (Y2) who were presented with the Y2 Cup for effort and attitude.

We continue to be keen to capture your views on the achievements and success' of our school and your thoughts on priorities for improvement. Please do continue to catch me on the playground to share your thoughts with me or jot them down and post them in our 'Governor post box' which can be found under our welcome display in the front entrance.

Best wishes



Mrs Katie James

Head teacher