

Charlton Kings Infants' School

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6th September 2018

Dear parents and carers,

Welcome to a new school year at CKIS. Welcome back to our Year 1 and 2 children and families and a warm welcome to our school for those children and their families who are joining us in Reception. We hope that you and your families have enjoyed a relaxing break and that you have had the chance to re-charge the batteries ready for another exciting school year. I continue to welcome the opportunity for us to meet regularly, either out on the playground in the mornings or after school and during planned events. In our strive to ensure that CKIS is an outstanding learning environment for all, I continue to welcome your views on what is going well and your thoughts on what we could do even better. We have a number of planned events during the next term when we can meet together, the first being at our MacMillan coffee morning on Friday 28th September (more details to follow shortly). Please do ensure that you look at our school website regularly as all planned events are detailed on our school calendar. We will also continue to publish a regular newsletter which will be emailed to all and available on our website at the end of each term (six times a year).

Staff news:

We are delighted to welcome Mrs Sales and Miss Scrivin to our administration team. We also welcome Miss Moss to her new role as trainee teacher based in Year 1. Miss Moss will be working closely with staff and children throughout CKIS and at CKJS during the year, but will spend much of her year based with Orange class in Year 1. We also welcome Miss Smart to the team during this term as she prepares to cover Miss Weyman's maternity leave in Green class from October half term. Here's how our school is set up for the new school year:

Team:	Lead practitioner:	Key person and Teaching Partners:
Kindergarten	Mrs Topuz	Mrs Tacey, Mrs Russell, Mrs Coombe, Mrs Manocha
	Class teacher:	Teaching Partners:
Reception	Miss Maclachlan M-W and Mrs Tayler Th/F (Yellow class) Mrs Jones M,T,Th,F and Mrs Ballard W (Red class) Miss Muskett (Blue class)	Mrs Matthews (formally Miss Bubb) Mrs Ralph Mr Mason
Year 1	Mrs Parsons (Orange class) Mrs Tyler M-W and Mrs Fox Th/F (Purple class) Miss Weyman / Miss Smart (Green class)	Mrs Simpkin and Mrs Driscoll Mrs Pritchard Mrs Nevin
Year 2	Mr Owens M,T,F and Miss Corner W/Th (Magenta class) Mrs Koller M-W and Mrs Morgan Th/F (Indigo class) Mrs Hunt M-Th and Miss Corner F (Violet class)	Mrs Jeffree and Mrs Ertughrul Mrs Herbert, Mrs Angrave and Mrs Duverger-De-Cuy Mrs Donaldson and Mrs Miller

MDSAs	Supervisors:	MDSAs
	Mrs Ertughrul Mrs Crowley	Mrs Patil Mrs Evans Mrs Glendon
Administration	School Business Manager:	Administration team:
	Mrs Marquess	Mrs Storey – Receptionist/Admin M-W Mrs Sales – Receptionist/Admin Th-F Miss Scrivin – Finance Administrator
	Caretaker: Mr Jeffree	

Key developments over the Summer holidays and planned developments this term:

The Summer holidays have been busy for many staff here at CKIS, particularly our School Business Manager and Caretaker! We have made significant developments to the layout and resources within each classroom and have had a wonderful wet room installed within the Year 2 building. This ensures that we are an inclusive and enabling environment for both children and adults with special educational needs and disabilities. We have also had two new shelters erected outside Orange class (both at the front where children and parents wait and at the back to enable children to work under a sheltered area). During the year we have plans to further develop and extend the environment available for our celebrated 'Forest School' provision. We are also planning ongoing developments to the Reception and Year 1 outdoor environments, so watch this space!!

Attendance:

- Thank you for ensuring that your child arrives to school on time and lines-up promptly at 8.50am with their friends and teacher. This ensures that your child is settled and ready for their key early morning learning activities.
- Please can I remind you to inform the school office on the first morning of any absence. If we haven't heard anything from you by 10.30 am, 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.

Free school meals:

As all children within the school are entitled to universal free school meals (UFSM), we are aware that some children may be missing out on additional funding despite their eligibility for free school meals. Families who are in receipt of one or more of the following are entitled to free school meals, and by registering, unlock vital funding that the school can use to support their child:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance



- Support under part V1 of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Applying for Free School Meals – Parents/carers can register for free school meals by completing a short online form using the web address:

<http://www.gloucestershire.gov.uk/education-and-learning/school-transport-and-free-school-meals/apply-for-free-school-meals/>

Kids Club – additional provision available:

In response to parental requests and need, we have decided to extend our 'Kids Club' (before and after school) provision by having an Early Years and Key Stage 1 provision. Our aim is to provide Breakfast Club and After school club both in Kindergarten and in our current 'Rainbow room' (within the Year 2 building). At present our numbers are such that we are planning to split into these two groups on a Tuesday-Thursday, but remain as one group on a Monday and Friday. If you would like to book places at Kids Club or would like more information, please contact ckkc@ckis.org.uk.

Communication:

In order to reduce paperwork and as an 'Eco school', we continue to use our text, email and school app service as our key form of communication with you. Please can I remind you to ensure that the contact details that we hold for you are up to date so that we are able to maintain our effective communication with you. If you experience any difficulties, please do not hesitate to contact the school office.

Celebrations and family assemblies:

As I highlighted in my end of year letter in July, we have decided to move our family assemblies this year to a *Thursday* afternoon. Each class will lead a family assembly for their year group and parents/carers three times a year. We will also be inviting parents/carers to visit their child's class after the assembly to share their learning and achievements during the term. This will replace the whole school Monday Meander, Tuesday Toddle or Wednesday Wander and will allow more time for parents, children and teachers to celebrate learning together. You have been very positive about our 'open classroom' events that we have held this year, and as such, we will continue to run these three times a year. Our first 'Open classroom' events where parents of pupils in Year 1 and Year 2 are invited to join in with focus learning activities with their children are booked for Wednesday 14th November 2.30pm or Thursday 15th November 9am (more details to follow nearer the time). Reception parents have been invited to Workshops at the start of this term and therefore do not need to attend this 'Open classroom' event.



Last year we held a wonderful whole school 'Harvest Assembly' at St Mary's church. This is a lovely opportunity for the whole school to be together and celebrate the joys of Autumn. In order to ensure that our children have space to be together and celebrate, we are therefore only able to invite one year group of parents to attend this event. As Year 1 and 2 parents will be invited to attend the Xmas celebrations in December at St Mary's church, we invite Reception parents to attend the Harvest festival celebrations.

Uniform:

It is wonderful to see the children so smartly dressed in their school uniform. Please do remember to put name labels on all items of clothing (and shoes!!) to avoid our lost property box collapsing under pressure! Our PFA also sell second hand uniform for a small donation, so please continue to look out for this under the shelter at the front of the school. Please can I remind you that all children should wear a coat to school every day as the weather can change during the day! Can I also remind you that long hair (boys and girls) should be tied back for health and safety reasons. Hair bands and adornments should be plain and wherever possible, in school colours (no 'Jo jo' bows or brightly coloured hair bands please). No jewellery should be worn in school, other than stud earrings (which should either be covered or removed for PE sessions).

Key dates for this term:

Please do ensure that you continue to look at our school website for dates/events, here are the key dates for this term for your diary.

Term 1:

- 3 Sep Inset day – staff in school (school closed for children)
- 4 Sep Inset day – staff in school (school closed for children)
- 5 Sep 8.50am Term 1: Y1 and Y2 children start school
Kindergarten Stay and Play sessions for new children
- 5-7 Sept YR home visits
- 6 Sep Kindergarten return
- 27 Sep 2.30pm Magenta class family assembly and class wander
- 28 Sep Macmillan coffee morning in the hall (all welcome)
- 4 Oct 2.30pm Indigo class family assembly and class wander
- 5 Oct 9am Prospective parents morning (for new YR children starting Sept 2019)
- 8 Oct 6pm Prospective parents evening (for new YR children starting Sept 2019)
- 8-12 Oct One World book week (more details to follow)
- 8-9 Oct Photographer (individual photos)
- 10 Oct World Homeless Day (more details to follow)
- 11 Oct 2.30pm Violet class family assembly and class wander
- 16 Oct 9.30am Harvest Festival at St Mary's Church (YR parents invited to attend)
- 18 Oct 2.30pm Green class family assembly and class wander



- **19 Oct Inset day (school closed for children)**
- **22-26 October half term**

Term 2:

- 29 Oct 8.50am start of Term 2
- 1 Nov 2.30pm Orange class family assembly and class wander
- 7 – 9 Nov Life Education visit to school (activities for the children in school)
- 8 Nov 2.30pm Purple class family assembly and class wander
- 14 Nov 2.30pm Open classroom event in Yr 1 and 2 – Reading focus
- 15 Nov 9.00 am Open classroom event in Yr 1 and 2 – Reading focus
- 15 Nov 2.30pm Yellow class family assembly and class wander
- 16 Nov Children in Need day (more details to follow)
- 19 – 23 Nov Road safety week (more details to follow)
- 22 Nov 2.30pm Red class family assembly and class wander
- 29 Nov 2.30pm Blue class family assembly and class wander
- 4 Dec Pantomime with CKJS (more details to follow)
- 18 Dec 1.30 pm YR Christmas Production
- 19 Dec 1.30 pm YR Christmas Production
- 21 Dec 9.30am Y1 and Y2 Christmas celebration at St Marys church (Y1 and Y2 parents invited to attend)

We look forward to an exciting and successful school year ahead.

Best wishes



Mrs Katie James
Head teacher

