

Andover Way  
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**www.viewleyhillacademy.co.uk**

**Head Teacher:** Mrs Helen Malbon



# AUTUMN 1 2019 NEWSLETTER

## Welcome Back

I hope everyone has had an enjoyable summer break. The children have returned to school looking smart and are settling in quickly with new teachers. We have welcomed Miss McCabe, Mrs Clayton and Miss Clark onto the staff and they too are settling in well. It is great to see smart uniforms, shoes and equipment; thank you for making sure the children have been well prepared to return to school. Please remember to label everything (including PE kits) so that we can keep lost property to a minimum. If we notice an item of clothing without a name, we will write it in to help keep clothes and children connected!

## Settling in

Please remember that your child's class teacher is the first port of call if you have any concerns about your child, their work or their friendships. Class teachers are usually available at the end of the day on the school playgrounds and will have a little time to talk. You can also leave a message at reception for a class teacher to contact you which they will do when they get the opportunity. If your class teacher feels it appropriate they may ask Mrs Scaife (KS2 Leader) or Mrs Gardiner (KS1 Leader) to talk with you. Mrs Scaife and Mrs Gardiner can offer further advice and support to solve any problems or concerns. As usual, our first consultation evenings will take place this half term so that you get an early opportunity to meet the teachers and talk about how your child is settling in. Please see diary dates overleaf.

## New Courtyard!

We are delighted with our new inner courtyard which has been completely redesigned over the summer. The old paving stones have been removed and replaced with coloured resins and artificial turf. We have some new plant corners and a scented pergola walkway. It makes a beautiful space for the children who pass through the courtyard many times a day to and from class, PE, assemblies and lunch. It also makes for a much nicer outdoor eating area for our older children in the good weather and provides some outdoor classroom space.

## Family Hub Office and Mrs Moore

Please remember that Mrs Moore is here to help if you wish to talk about attendance, punctuality, any worries about your child or share relevant family information. Mrs Moore is able to sign post you to a number of organisations or agencies that can offer specialist support such as school health and is also able to provide advice and guidance herself. She is a very good listener! If you need some information about a school administration matter, e.g. lunches, payments, uniforms, trips etc. please use the main reception and speak to Mrs Frost or Mrs Hendry in the opposite office.

## Permissions and Contact Details

We have rolled forward the permissions you provided last year on the multi-use consent form and therefore you do not need to do anything unless you wish to make a change. These permissions cover things such as trips, events in schools, social media and use of photographs. There will be a specific walking home alone permission letter for children in Y4-Y6 that needs completing. There will be the usual opportunity at consultation evenings to update your records but if there is anything you wish to change sooner, please speak to a member of the office staff. If you have changed telephone number or moved house over the summer please update the office immediately as we must have up to date contact details for all children.

## After School Clubs

After school clubs are starting again on the 16<sup>th</sup> September. Mrs Hendry will be sending letters out shortly for children to request places. Please remember that regular attendance and appropriate kit is expected if your child is to keep their place. All clubs finish at 4:15pm.

## Attendance and Punctuality

These continue to be a priority for school as good attendance and punctuality are essential for success in school and also in general life! The vast majority of children do have excellent attendance at school and I am very grateful for your support with this. We will

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continue to work with families where attendance or punctuality are a concern. This will either be with Mrs Moore or, if necessary, Mrs Cartwright, the school attendance officer.

Please remember that registers close at 9:10am. Children must be in school by 8:50am and arrivals after that time are classed as late. A child arriving after 9:10am is marked as absent which affects their overall attendance.

## Holidays in Term Time

Please note that it continues to be school policy that leave of absence in term time **will not be authorised** except in exceptional circumstances and that a referral to the local authority for a fixed penalty notice will be made if unauthorised leave of 10 sessions (5 days) is taken. This is in line with government legislation. It is essential that you inform school if you plan to take a holiday during term time and complete a request form as any unexplained absence cannot be authorised. We do frequently become aware of reasons for absence through conversations in the playground and through the children, so please do be open with us. It is important that we know where children are when they are not at school to avoid us reporting a child to the Local Authority as 'missing from education'.

## Bikes, Scooters, Dogs, Phones & Uniform - Reminders

Children and adults must not ride bikes or scooters **anywhere** on the school site; this includes younger siblings coming with parents to collect brothers and sisters. This is because the playgrounds are busy and crowded at the start and end of the day and we want to avoid accidents.

Can I also remind you that we are only able to store bikes or scooters that have standard wheels in the courtyard. If your child travels with you to school on a different type of bike or scooter you will need to take this away with you when you drop them off. If your child comes to school alone, they must not bring this type of bike or scooter with them.

Dogs are not allowed on site at any time.

**Please also note that mobile phones must not be used or visible at all when you are in school except by**

**agreement in assemblies. If you visit a class for any reason or are in the dining room for Family Friday, phones must be on silent, out of sight and must not be used until you have left the school.**

Jewellery and nail varnish are not allowed. If your child has pierced ears, earrings must be small, discrete gold or silver studs and must be removed for PE. School staff are not allowed to remove earrings so please make sure this is done before your child comes to school. Please do not 'jazz up' the uniform with decorative hair accessories or colourful and patterned socks and tights. We will ask children to remove any items we do not believe are suitable and ask them to take them home at the end of the school day. Thank you.

## Health and Safety Reminders

- Please remember to keep to pathways around the school.
- The back gate will remain closed for the reasons explained last year.
- Please remember to slice grapes up lengthways if providing in a packed lunch.
- Please advise the office staff of any new allergies/medical needs.

## Dates for the Diary

*Please check the website and the school app for updates/changes and additions to these dates.*

16 <sup>th</sup> Sept	Clubs start
27 <sup>th</sup> Sept	Y5 Family Friday – Miss Bailey
1 <sup>st</sup> & 2 <sup>nd</sup> Oct	Parent Consultations
11 <sup>th</sup> October	Y5 Family Friday – Mrs Clayton
23 <sup>rd</sup> October	Harvest Festival (Reception)
24 <sup>th</sup> October	School Photographs
<b>25<sup>th</sup> October</b>	<b>Last day (half term)</b>
4 <sup>th</sup> November	School re-opens
<b>15<sup>th</sup> November</b>	<b>School closed – PD Day</b>
<b>20<sup>th</sup> December</b>	<b>Last day (end of term)</b>

Don't forget to keep **Marvellous Me** to hand for celebrations of your children's achievements and for key messages.

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