

1st December 2017

Scalford CE Primary School Newsletter

Message from Mrs Waring

Following on from a parent enquiry which led on to a piece of work around 'Duty of Care' at the beginning and end of the school day, we have been advised to inform all parents and carers of our policy and procedure. This policy has been written under the guidance of Leicestershire County Council, Health, Safety and Wellbeing Advisor (2017) and in consultation with the Staff, Governors of Scalford School and the taxi company who provides school transport. A copy is attached for your information.

Christingle Service



In preparation for our Christingle Service to be held at the **Methodist Chapel on Tuesday 5th December at 10am**, the children have taken home a Christingle collection candle box. If you would like to make any donations to The Children's Society please fill and return your box so that it can be presented during the service. You are all invited to attend the service and it would be lovely to see parents, carers, friends and family.

FOSS raffle prize donations

FOSS will be holding two raffles after the nativity performances. If parents would like to give donations can they please be passed to Chloe Parkes or any member of FOSS, by **Friday 8th December**.

Dates for your Diary

DECEMBER

- Tue 5th 10am** Christingle service in the **Methodist Chapel**
- Thur 7th** B2 Little Dalby visit
- Mon 11th 3:30pm** Scalford Court Singing and Christmas jumper day
- Wed 13th 10:30am** Nativity in church
- Thur 14th 6pm** Nativity in church
- Fri 15th** FOSS Elf on the shelf
- Fri 15th** School Christmas meal
- Tue 19th** Christmas Party
- Wed 20th 2pm** Christmas Service and Christmas jumper day
- Wed 20th** Last day of term

JANUARY

- Tues 9th** School Re-opens
- Weds 10th** Swimming lessons begin
- Tues 16th** B1 & B2 Panto at Nottingham Playhouse
- Weds 17th** Reception & Yr6 Height and weight checks
- Mon 22nd** Breakfast week
- Tue 23rd 2:45-3:45pm** School Nurse 'drop-in' session
- Fri 26th 3:30pm** SATS Preparation evening
- Mon 29th** B3 waste awareness workshop
- Tue 30th 3:30pm** Year 2 Beaumanor Hall Residential visit talk

Nativity Performances

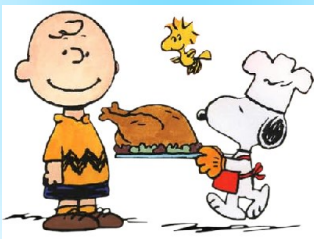
It is that time of year again where parents/carers need to fill their pockets with tissues as the children transform into little angels, shepherds and of course, shining stars!

Our Nativity will take place on **Wednesday 13th December at 10.30am** in Church with a repeat performance on **Thursday 14th December at 6 pm**.

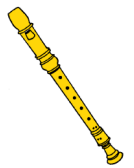
Please could the children arrive at church at 5.45pm on Thursday (no earlier please) with Base 1 wearing their costumes which will be sent home at the end of the school day on Thursday. Could all costumes be returned to school on Friday. Bases 2 and 3 children please wear school uniform.

Christmas Lunch 15th December

Thank you for the reply slips, we look forward to seeing family and friends joining us for lunch at the Village Hall at 12.30pm



There will be no recorder lesson on Friday 15th December, instead the lesson will be on Wednesday 20th before they perform in church service at 2.00pm.



Reading Workshop: The next workshop will be for **Y6** parents and children from 9:00 - 9:20 on **Friday 8th December**.



Christmas Jumper Days

The children are invited to wear Christmas jumpers on:



- Tuesday 19th December
- Children will not require hot/packed lunches. Party food will be provided by school and subsidised by FOSS.
- If your child would like to bring party clothes for your child to change into, please bring them to school in a **named bag** so that their school uniform can be transferred in to the bag ready to take home at the end of the party.

- Monday 11th December which will coincide with our visit to Scalford Court.
- Wednesday 20th December for our Goldies and Oldies service in church.

REMINDER:

Please do not send your child to school with any food that contains nuts, this includes peanut butter, cereal bars and any other snacks which may contain nuts



Little Dalby Visit B2 07.12.17

Don't Forget:

- Packed lunch and drink **(If your child is in year 2 and you have completed the packed lunch reply slip we will order your child a packed lunch, if not please provide your child with a packed lunch.)**
- Outdoor clothing (no jeans) incl. Hat and gloves
- Spare clothing and shoes
- Wellingtons
- Waterproof coat

Singing at Scalford Court

Thank you for your responses we have enough children to sing at Scalford Court. Parents/ Carers will need to drop off their children at 3.30pm and collect promptly at 4.30pm. Children can jazz themselves up alongside their Christmas jumpers should they wish to do so!

B1 & 2 Panto Visit to see Cinderella

Please check your child's book bag for a letter for a Pantomime visit to see Cinderella at the Nottingham Playhouse on **Tuesday January 16th**. We require completed slips and payment via Parent Pay by **Friday 8th December**.

Swimming-Please read, New for 2018

Swimming lessons will start on **Wednesday 10th January** for years 1-3 and any non 25 metre swimmers in years 4-6. Information letters have been sent home along with a goggle permission form. Please pay via ParentPay.

IMPORTANT—SAFEGUARDING

There will be a member of staff on the playground from 8:55am until 9:00am. In the afternoon the gate will be opened at 3.10pm to ease School Lane congestion and school will be responsible for children until they have been collected at 3:15pm.

At 3.25pm any uncollected children will be taken back into school

The purpose of the member of staff on the gate is to meet and greet parents/carers and to monitor vehicle movements during busy times.

Please take time to read the attached:

'Policy and Procedure for Supervision Before and After School'

Sport at Scalford

School



If you would like to reserve your child a place in any of the after school clubs listed below please return slips to the office by **15th December**.

Activ8

Activ8 Club will continue into the new year for children in **Base 1 and Year 2**, every Wednesday commencing 10th January and the last session 31st January. The club will run from 3:30-4:15pm. Please complete the letter which has been sent home if your child would like to attend. Spares can be found on the sports noticeboard in the B1 cloakroom.

Little Springers

Little Springers after school club will start in the new year for children in **Bases 2 and 3** every Tuesday commencing 9th January and the last session 6th February. The club will run from 3:30-4:30pm. Please complete the letter which has been sent home if your child would like to attend. Spares can be found on the sports noticeboard in the B1 cloakroom.

Street Dance

A new street dance club will start in the new year for children in **Bases 2 and 3**, every Thursday commencing 11th January and the last session 8th February. The club will run from 3:30-4:30pm. Please complete the letter which has been sent home if your child would like to attend. Spares can be found on the sports noticeboard in the B1 cloakroom.

Scalford C E Primary School—Term Dates 2018/2019

Autumn Term 1	First Day	Last Day
	Thursday 30 th August 2018	Friday 12 th October 2018
	Half term Mon	15 th – Fri 19 th Oct
Autumn Term 2		
	Monday 22 nd October 2018	Friday 21 st December 2018
	Christmas break Mon 24 th	Dec – Mon 7 th Jan
Spring Term 3		
	Tuesday 8 th January 2019	Friday 15 th February 2019
	Half term Mon	18 th – Fri 22 nd Feb
Spring Term 4		
	Monday 25 th February 2019	Friday 12 th April 2019
	Half term Mon	15 th Apr – Fri 26 th Apr
Summer Term 5		
	Monday 29 th April 2019	Fri 24 th May 2019
	Bank Holiday	Monday 6 th May
	Half term Mon	27 th May – Fri 31 st May
Summer Term 6		
	Mon 3 rd June 2019	Friday 12 th July 2019
	Summer	break

Scalford Church of England Primary School

Policy and Procedure for Supervision Before and After School

School Hours: School starts at 9.00 am and School finishes at 3.15 pm

Before School

School Lane is very narrow and therefore hazardous when busy with pedestrians and traffic, so with this in mind we open our school gate from **8.45 am**. Please ensure your child is supervised until **8.55 am**, which is when the bell will ring. It is not safe to allow children to play on the school playground equipment at either the beginning or the end of the school day.

School will take responsibility for children from **8.55 am**, however before then there will be no formal supervision of the playground. The member of staff on the gate, from 8.55 am will meet and greet parents and carers and monitor vehicle movements during busy times.

The purpose of the bell ringing at 8.55 am is to allow time for children to line up, enter their classrooms and be ready for registration at **9.00 am**. The school gate will be locked at 9.00 am. Late arrivals will need to buzz the office to gain entry and will need to visit the office to sign their child/ren in.

After School

School finishes at 3.15 pm. The school gate will be opened at **3.10 pm** (once again to ease congestion on School Lane). School will be responsible for all pupils until they have been collected by their parents/carers.

Base One pupils will only be allowed to leave their classroom once their respective adult has collected them.

Base Two pupils will remain with their class teacher, outside their classroom (near Base Two window) until collected.

Base Three pupils will be allowed to leave their classroom independently with the expectation that they will remain within the playground until collected. They are expected to not play on the equipment and act sensibly and responsibly. If any child is given permission to leave the school playground and **not** be collected by a parent/carer we will require a written letter from their parent/carer.

We will always follow this procedure unless parents/carers have specifically made alternative arrangements.

Any changes to collection of children must be reported to the office.

As soon as the children are in the care of their parents /carers the school no longer has a **duty of care** and it is the responsibility of the parent /carer to keep their child safe.

If parents/ carers are unavoidably late, children who are not collected by **3.25pm** will be taken back into school (or in the case of Base One, remain in school) and parents/carers will be contacted.

Taxi Drop-off and Collection

The taxi driver will be responsible for the children which he/she has transported, following the above policy.

This policy has been written under the guidance of Leicestershire County Council, Health, Safety and Wellbeing Advisor (2017) and in consultation with the Staff, Governors of Scalford School and the taxi company who provides school transport.