

Shelford School News

Gt. & Lt. Shelford Church of England (Aided) Primary School,
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Shelford School Website: www.shelfordschool.org.uk

School letter No. 05/17

20th September 2017

Meet the teacher evening

Thank you for attending the **Meet the Teacher** evening last Thursday – I hope that you found this useful and informative. If you were not able to attend, handouts of both the class teacher's presentation and my own have been sent by class teachers via your child's book bag. Please do contact the school office if these have not been received.

If you haven't already done so, I would be grateful if you would return the slip enclosed with the new **photographs and videos policy** to show that you have read and understand the changes to the policy and/or contact me via the school office address office@shelford.cambs.sch.uk if you wish to talk about any special circumstances which preclude the use of your child's image on the school website. Thank you.

Please also see the **homework policy** which has been updated with changes for this year. Please do read the policy statement and contact me if you have any questions. I can talk about this more, if there is interest, in the forthcoming Autumn Term parent briefings.

The new school website is now live at www.shelfordschool.org.uk I hope that it will be useful and accessible. Please do take a look and let us know what you think on the feedback survey.

Parents/Carers might especially like to visit the class pages with your child and view, the '**see what we got up to last year**' button, which was uploaded by your child's class teacher over the last academic year.

"Be Organised"

As shared with you at the **Meet the Evening**, we would like to help the children to improve in their care and respect for their own clothing items whilst on the school site. While a good number of children can be guided to look after their things, the overwhelming number of items left in the lost property box at the end of last year (5 black sacks) proves that certain children are regularly abandoning their things, especially following after school clubs. Inevitably, this causes repeated inconvenience for parents and the repeated expense of replacing items. At school, we can sometimes experience the inappropriate expectation from children that someone else will pick up their things for them and for some children there is little concern shown to reclaim items that are lost. The time taken by cleaning, caretaking, teaching and support staff to manage this issue has become unacceptable as it uses up valuable time that could be spent on learning and/or other responsibilities.

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We would therefore be grateful for your support in helping your child to:

1. learn to carry their own things to school, and to expect them to come out of school with the same number of items.
2. ensuring that all clothing items are labelled. Iron-on labels seem to be the best and stand the test of time.

In turn, at school, we will be having random labelling checks in school, with those children who are “well- labelled” being rewarded with house points and those who are not, made to write in their name so that if the item is subsequently lost, it can be quickly returned. We will also provide jumper boxes that will be taken outside with the children at playtime and lunchtimes so that items can be stored in the box when necessary.

The school council debated this issue with their class councils last term and made the following decisions. Please do help your child to follow these tips:

Decisions from the *School Council Challenge July 2017*:

How can we encourage children to better look after their jumpers and clothes and the school's equipment e.g. pens, pencils and rulers?

- All children should leave unworn jumpers on pegs or in the class jumper boxes.
- A box will be taken out at playtime for each year group to put jumpers in if they get hot.
- All clothes need to be clearly labelled. Ideally labels will be sewn, ironed or stuck into clothes rather than written in ink. A reminder will go out in the newsletter along with suggested suppliers for labels.
- Teachers will have random ‘Labelling/checking days’. The whole school will check their belongings to make sure they are clearly labelled and the names have not faded. It was suggested that these checks might be on a Friday afternoon.
- It was suggested a notice could go on the school gates e.g. ‘Have you remembered all of your things?’
- School Council discussed whether it was better to punish people for losing or not labelling their belongings by removing or freezing house points; or to reward people with bonus house points for taking care of their belongings by knowing where they were at any time and having them clearly labelled.
- School Council voted unanimously (16 votes) to adopt the positive strategy of rewarding bonus house points to any children who have all their clothes clearly labelled on the random ‘Label Checking Days’ and all their belongings are in the right place (e.g. on clothes peg or in bag)
- Harmony and Emi volunteered to write a message to the parents informing them of the changes for September and asking for their help with labelling their children's clothes.

Message from Harmony and Emi (School Councillors 2016 – 2017)

Dear Parents and Carers,

Please can you help the school council with an important job! Please sew in a label or put a name in their school clothing. Last year the lost property box was huge. This year we are going to change that.

Harmony

Dear Parents and Carers,

We would like to inform you that school councillors have suggested that you can help your children to look after their clothing and things so they do not get lost. Please check every day when your child goes to school that everything has been labelled clearly, sewn in or ironed. If the label is faded, rename it please!

Emi

Harvest Service

Our Harvest service, led by our Year 3 children, will take place on Monday 2nd October at St Mary's Church, Great Shelford at 2.30pm. Parents/carers are very welcome to join us. If you would like to, please send your child with a food item from the attached list. The **Harvest Festival gifts** for this year will be directed to the **Cambridge City Food Bank** to aid work with homeless and vulnerable families. We would welcome your generosity. I will talk to the children about this in collective worship.

PTA AGM

Next Wednesday, 4th October, please join us in the school hall at 7.30pm for the PTA AGM. This is always a really encouraging meeting, as we remember what the PTA has achieved for the school over the past year. As well as raising just under £23,000 – an amazing total – the committee has massively contributed to the community life of the school, by facilitating our much-loved Christmas and Summer Fairs and the Quiz and a number of other fun events throughout the year, which have been enjoyed by us all.

Please do consider whether you would be willing to head up the team in the positions of Chair or Secretary so that the three main events can go ahead as planned. The job descriptions are posted here for your attention.

http://www.shelfordschool.org.uk/website/pta_newsletter/302472

Please do remember that the main skills required are co-ordination and delegating rather than doing it all yourself! Please speak to me or to Charlie Russell (outgoing Chair) for more information. Thank you very much for considering these essential roles, for the good of the school community.

Vacancies

I am once again advertising the caretaker and midday supervisor vacancies. Please find the adverts attached. Please do forward them to anyone you know who may be interested. Current staff are working extra hard to cover these responsibilities but we really need to fill these essential posts as soon as possible.

The possible teaching assistant vacancy I suggested at the end of last academic year was able to be filled temporarily by our existing teaching assistant staff. This situation will be reviewed at the end of this term and a decision will be taken as to whether to advertise for an extra permanent teaching assistant. In the meantime, I would like to recruit a number of "casual teaching assistants." The application process, induction and CPD would be exactly the same as for a permanent Teaching Assistant but the hours of work would be on an ad hoc basis, as and when cover is required for unexpected TA absences or TA attendance at training events or meetings. This role would suit someone who is an aspiring teaching assistant who would like the opportunity to train alongside our own excellent team. You should be aware that, should a permanent post become available, it will need to be advertised in the usual way and that unfortunately having become a casual teaching assistant will not benefit your application, except of course in the experience and training you will have received in the process. Please find the advert attached.

Please note that all our teaching assistants are also required to cover midday supervision.

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Parking in Kingsdale Court, Peacocks

We have received a letter from the Residents Association Area Manager for Kingsdale Court, Peacocks, Great Shelford. Please be reminded that Kingsdale Court is a private road, inhabited mainly by the elderly and those with mobility issues. Users of the school site are not permitted to park in this road. Thank you for your cooperation in respecting our school neighbours.

Sawston Village College open evening

Prospective Parents/Carers are invited to attend and Open Evening at Sawston Village College on Thursday 5 October 2017 from 6.30 pm to 9.00 pm

Kind regards, Mrs Evans

Lost keys

Someone left their keys on the office hatch at the end of last week. If you think that they may be yours, please contact the office.

Flu vaccinations

Please note that flu vaccinations for children in Reception, Year 1, Year 2, Year 3 and Year 4 will be held on Tuesday 21st November.

Art Club

We have had over 40 children express an interest in joining art club this term, which is wonderful! Children will attend in groups of six, for five sessions each. These groups are currently being organised and children will be informed in due course when their turn will be. Although everyone who has applied for art club will be able to attend, some sessions will need to extend into the spring term due to the high demand.

Baking

Two children from each year group will be chosen to bake once a week. The children really enjoy baking (and eating the end product), but they are only able to do this if we have enough parent helpers to cover the baking rota, so if you have a current DBS and are willing to help we would love to hear from you. The baking is very simple and full instructions are given, so there is no need to be the next Mary Berry! Baking times are as follows:

Year 1 – Thursday 2.20-3.20pm

Year 2 – Friday 1.20-2.20pm

Year 3 – Thursday 9.30-10.30am

Year 4 – Thursday 1.20-2.20pm

Year 5 – Wednesday 1.20-2.20pm

Year 6 – Tuesday 1.20-2.20pm

DBS checks

As we begin a new school year, it is a good time to remind parents/carers and our volunteer helpers about the following very important aspect of the schools Safeguarding procedures.

All volunteer helpers are required to:

- be DBS checked by the school, even if you already hold a DBS certificate from somewhere else.
- attend an induction session with Mrs Evans prior to helping within the school. (Dates for induction sessions for this year will be published in the newsletter at a later date).

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The exception to this is if you are helping to walk children to an outside venue, e.g. church. If you are unsure whether a DBS check is needed, please speak to a member of the office team or to your child's class teacher.

If you would like to help in school, please pick up a Volunteer Helper application form from the foyer outside the office (peach coloured paper).

In order to keep your DBS current, you will need to sign into the 'Visitor's signing in book' (located at the office) every **three months**. If you don't sign in within this time, your DBS will expire and you will need to go through the process of applying for a new one before you can help in school again.

It is your responsibility to remember to sign in regularly and keep your DBS current.

If you are already DBS checked and haven't signed in since June, please remember that you will need to do this soon. Please check with the office if you are unsure.

Packed lunches

A reminder, please that packed lunches should not include fizzy drinks, sweets or chocolate bars

Nut Awareness Policy

Please note the following extremely important information for packed lunches:

- Please do not include any portions of nuts
- No nutella or peanut butter sandwiches
- No pesto pasta with pine nuts or similar nut ingredients incorporated.

With this in mind, we take the opportunity to remind parents/carers that the invitation to bring a KS2 break time snack is for **an actual piece of fruit not a cereal bar or fruit snack as** this could be a serious health risk nut allergy sufferers

Please help us to keep everyone safe by not sending these foods. For safety reasons, we will need to remove snacks that do not comply with these instructions. Thank you for your understanding in this.

Dinner Money

Dinner money is £2.30 per meal or £11.50 per week. Year 3 parents please be aware that free school meals are no longer available for your children unless eligible through Cambridge County Councils 'Count me in Scheme'. If you think you are eligible please ask at the office for more details.

Please will you make every effort to pay this online using www.schoolgateway.com . If you need any information about registering for this please contact the school office.

If you are unable to access the internet then make cheques payable to **Shelford Primary School** and write your child's name on the reverse stating that the cheque is for lunch money. Thank you.

The menu and lots of other information about school lunches can be found on their website:- <http://www.myschoollunch.co.uk/cambridgeshire/parents/menus/default.asp>

The school is not able to allow debts of more than £15. A letter will be sent if you are in debt for more than 1 week. If payment is not received then we regret that school meals will be withdrawn and you will have to provide a packed lunch until the payment is made. Thank you for your understanding in this.

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The Cambridgeshire Catering Service is able to accommodate special dietary requirements in the event of a medically defined need. Please speak to the school office for the relevant form.

Medicines in school

Please be reminded that all medicines and lotions must be given to the school office staff. Pupils are not permitted to have any medicine, lotion or cough sweets in their bags or pockets during school hours.

Please fill out a form in the office if you need a medicine to be given to your child during school hours.

The school staff can only administer medicines that have been prescribed by a doctor and for which permission has been signed.

House T-Shirts

Just to let you know, House T-shirts have 'gone live' and can be reserved on line from the school website. Please visit <http://www.shelfordschool.org.uk/> and click on the House T-shirts link to access the order page.

The deadline for ordering is Friday 29th September. Please note that these can only be ordered once per year, so now is the time to do this.

The PTA will take payment and distribute T-shirts in the week before half term (w/c Monday 23rd October

Payment for book bags, recorders etc.

When paying for items available from the office, please **bring the correct money** as the office does not keep any petty cash for change. Prices are as follows:

| | |
|----------------------|-----------------------|
| Book bags £6.00 | Recorder books: £4.00 |
| Recorders: £9 or £16 | School hats: £2.50 |

School Uniform prices

| ITEM | PRICE |
|---------------|--------|
| Cardigans | £10.05 |
| Jumpers | £8.55 |
| Polo shirts | £6.45 |
| Fleeces | £11.25 |
| Storm jackets | £17.95 |
| Ruck sacks | £10.75 |
| Book bags | £6.00 |

Any additional teal sweatshirts for Year 6 children are also available to order online.

School Uniform

Uniform is ordered online. Please log on via the link below

<http://www.brigade.uk.com/direct/index.php?pdPage=login>. Items will be sent directly to you at home. There is free delivery to your home with orders over £50. Alternatively, any order amount can be delivered to school for free.

Celebration assembly achievements - Friday 15th September 2017

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| <p>This half term's <i>Secrets of Success</i> focus:</p> <ul style="list-style-type: none"> • Understanding others <p>Headteacher's Award (4 house points):</p> <ul style="list-style-type: none"> • Joseph Richardson • Naomi Sutherland • George Stone • William Cousins <p>Star Writer (4 house points):</p> <ul style="list-style-type: none"> • None this week <p>Maths Investigator Award (4 house points):</p> <ul style="list-style-type: none"> • None this week <p>Pen Licence</p> <ul style="list-style-type: none"> • None this week <p>Golden Mile – 5 Miles (2 house points):</p> <ul style="list-style-type: none"> • None this week <p>Golden Mile– 10 Miles Bronze (4 house points):</p> <ul style="list-style-type: none"> • None this week | <p>Golden Mile– 25 Miles Silver (4 house points):</p> <ul style="list-style-type: none"> • None this week <p>Golden Mile – 50 Miles Gold (4 house points)</p> <ul style="list-style-type: none"> • None this week <p>Celia (10 house points)</p> <ul style="list-style-type: none"> • Bea White <p>Cyril (staff member)</p> <ul style="list-style-type: none"> • Miss Norfolk <p>Care of Books (2 house points per class member)</p> <ul style="list-style-type: none"> • Year 2 <p>Dinner winners (2 house points per class member)</p> <ul style="list-style-type: none"> • Not awarded this week <p>Silver bins (2 house points per class member)</p> <ul style="list-style-type: none"> • Year 2 • Year 6 <p>This week's house winners:</p> <ul style="list-style-type: none"> • Owls |
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Attachments:

- PTA Bike sale
- PTA AGM agenda
- Histon, ADHD/ASD flyer
- Cambridge United Girls' football
- Wonderful Wandlebury
- Job advert: Casual Teaching Assistants
- Job advert: Caretaker
- Job advert: Midday supervisor
- Pupil premium flyer
- Food bank shopping list

PTA news

Whole school welcome back drinks - Wednesday 27th September

Everyone is welcome at the Square and Compass next Wednesday evening (Wednesday 27th September) from 8 p.m. onwards.

House T-shirts - Order by Friday 29th September

If you would like to order a house T-shirt, an online order form can be found on the school website. (<http://www.shelfordschool.org.uk/>) Orders can be made up until next Friday, Friday 29th

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September. T-shirts will be available for collection the week before the October half term. Please pay on collection. Thank you.

PTA AGM – Wednesday 4th October - 7.30 p.m. School hall

Everyone is welcome at the PTA AGM on Wednesday 4th October when we will be recapping on last year's successes, saying goodbye to some well known faces and hopefully saying a HUGE hello and WELCOME to new members and a new Secretary and Chair. Please consider getting involved in this very enjoyable and very rewarding part of school life. Agenda attached.

Bike sale - Saturday 7th October

Have you got a bike to sell? Contact James Prisk (james.prisk@ntlworld.com or 07775 886864) and we'll sell it for you at our next PTA event. (You keep 70%, we keep 30%). If you'd like to buy a bike, we'll have lots for you to choose from! - Saturday 7th October, Great Shelford Memorial Hall, 9 a.m. until 1 p.m. The best bike sale you'll ever go to !!!! See you there.

The PTA team.

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| Shelford School Calendar | | | |
|---|---------------|---|---|
| Academic Year 2017 - 2018 | | | |
| Autumn Term 2017 | | | |
| Date | Time | Event | Notes |
| Monday 2 nd Oct | 2.30pm | Harvest Festival | St Mary's Church |
| Thursday 4 th Oct | 7.30pm | PTA AGM | Everyone welcome |
| Monday 16 th Oct | 3.45 – 6.00pm | Pupil/Parent/Teacher consultations Years 1-6 | Mrs Paterson (SENDco) able to attend |
| Wednesday 18 th Oct | 3.45 – 6.00pm | Pupil/Parent/Teacher consultations Years 1-6 | |
| Thursday 19 th Oct | 3.45 – 6.00pm | Pupil/Parent/Teacher consultations Years 1-6 | |
| Friday 20 th Oct | All day event | Teacher training day | School closed |
| Half Term 23rd – 27th October | | | |
| Autumn Term 2017 Monday 4 th September 2017 to Tuesday 19 th December 2017 inclusive Half term Monday 23 rd October 2017 to Friday 27 th October 2017 inclusive | | Spring Term 2018 Wednesday 3 rd January 2018 to Thursday 29 th March 2018 inclusive Half term Monday 12 th February 2018 to Friday 16 th February 2018 inclusive | Summer Term 2018 Monday 16 th April 2018 to Tuesday 24 th July 2018 inclusive Half term: Monday 28 th May to Friday 1 st June 2018 inclusive |
| Shelford School Professional Development Days (INSET) on which the school is closed: 1. Monday 4 th September 2017 2. Friday 20 th October 2017 3. Wednesday 3 rd January 2018 4. Friday 9 th February 2018 5. Friday 25 th May 2018 | | | |

Please ensure that all holidays are booked during the holiday periods only.