



# September 2015



## Welcome Back!

A warm welcome to the new school year; we do hope you had a lovely holiday and have returned refreshed! We have enjoyed a really positive start to the new school year here at Archbishop Runcie First School! It is a pleasure to welcome all the children back to school and they are raring to go! It is good to see familiar faces back with us and to welcome new faces too. We hope that families new to our school are quickly made to feel very welcome and that this is the beginning of a happy and successful partnership for all. I hope as many parents as possible will be able to attend the parents' meetings next week and look forward to continuing our work together to ensure we are all the best we can be. The beginning of term has run pretty smoothly with almost all children arriving promptly and happily in the playground ready for school. The children are already busily getting used to their work spaces and some new routines and expectations. The staff will be writing to you with details about the new topics and any special requests, very shortly; meanwhile, if you have any queries or concerns please arrange to speak to them directly. The staff are all happy to talk with you and we want you to feel welcome and comfortable to do so. As they are always very busy before school preparing for the day ahead we would appreciate it greatly if, *except in an emergency*, you arrange to speak with staff after school when all the children have been 'handed over' to their appropriate adult, or make a mutually convenient appointment.

We look forward to another happy and successful year in the life of our school.

### Staffing & Organisation

This term we welcome three new members of staff and hope they will soon feel 'at home'.

Mrs Wilkinson is our new Nursery teacher, Miss Burns is sharing the teaching of Year 3 whilst Mrs Massey is on maternity leave and Miss Coulson is our new Reception midday supervisory assistant. Miss Mitchell has returned to us and is now working in Key Stage 1. Mrs Marjoram has decided to retire. She is a long-standing member of staff who has worked as a midday supervisory assistant here, giving loyal service, for well over twenty years. She will be greatly missed and of course we send her our grateful thanks for all she has done. Miss Bunn is covering her position in the short term. Mrs Massey began her maternity leave on Tuesday and we now await news of baby Massey's arrival. We'll let you know when we hear!

Staffing and organisation is as follows:

Teaching Staff		Teaching Assistants
Foundation Stage		
Mrs A Wilkinson	Nursery	Mrs P Foster - full time Mrs H Lovatt - mornings only
Mrs B Armstrong	Alnwick Class (Reception)	
Key Stage 1		
Mrs L Mann	Warkworth Class (Year 1)	Mrs L Gray - Mon, Tues, Wed. Mrs A Armstrong
Mrs A Harrison	Bamburgh Class (Year 2)	
Key Stage 2		
Mrs K Law (0.5) Miss J Burns (0.5)	Lindisfarne Class (Year 3)	Mrs A Armstrong  Mrs J Senior works with classes throughout the school.
Mrs K Ainsworth	Dunstanburgh Class (Year 4)	

### ***Admin Staff***

School Business Manager - Mrs D Bunn - full time

Admin Officer - Mrs L King - mornings only

### ***Catering Staff***

Cook - Mrs G Prout

Assistants - Miss S Walden

### ***Midday Supervisory Staff***

Mrs K Cannell, Miss K Coulson, Miss S Bunn

### ***Premises Staff***

Facility Supervisor - Mr M Henderson

Cleaner - Mrs J Watson

## ***Organisation of the School Day***

***Foundation Stage*** - Nursery sessions start at 8.30 am end at 11.30 am.

Reception starts at 8.45 am as the children should be in and ready to begin learning at 8.50 am.



***Key Stages 1 & 2*** should be in the playground ready to line up at 8.45 a.m. so that they are ready in the classrooms by 8.50 a.m.. ***Please note that there is no early morning supervision. Children should not come to school unaccompanied and should not be 'dropped off' in the yard. Your children are your responsibility until the classes are lined up with staff.***

If it is raining heavily the doors will be opened at 8.45 a.m. and the children can come into the hall where they will be supervised until it is time to go to their classrooms.

### ***ATTENDANCE AND PUNCTUALITY***

*Regular & punctual attendance is essential for all children if they are to have the best chance of learning; late arrival or poor attendance are significant barriers to learning and so we will be taking a very strict line over timekeeping. Teaching time starts at 8.50 am. As soon as the children are indoors the cloakroom doors will be locked. Anyone arriving after that must come to the main entrance to sign in at the office and they will receive a late mark in the register. Children arriving after 9.00 a.m. will have an unauthorised absence recorded on their attendance record.*

### ***LEAVE OF ABSENCE IN TERM TIME***

The ***Education (Pupil Registration) (England) Regulations 2006*** were amended and the changes came into effect on 1<sup>st</sup> September 2013.

The regulations are explicit. Headteachers can only authorise a leave of absence for exceptional circumstances. Holidays are not considered exceptional circumstances.

Leave taken without permission will result in an unauthorised absence being recorded on a child's record.

The Local Authority can take legal action against parents who take their children out of school without authorisation.

In addition, parents will only have a 28 day period in which to pay, should they be issued with a Penalty Notice.

### ***Playtime***



Children in the Foundation Stage do not have a set 'playtime' as the Early Years curriculum is such that they have almost continuous access to the outdoors and learning is planned to ensure that all children are able to take advantage of this.

Key Stages 1 & 2 will take a morning break at an appropriate time which does not unnaturally interrupt teaching & learning time. KS1 children also take a short break during the afternoon.

Children in Foundation Stage and Key Stage 1 are provided with a fruit or vegetable snack during the morning; this is provided by the School Fruit Scheme. If KS2 children would like a snack they are welcome to bring in a piece of **fruit or vegetable** to eat at playtime. Sweets, biscuits and crisps are not allowed.

### **Lunchtime**

Alnwick Class, when they begin staying for lunch, will have their lunch at 11.30 a.m. and begin the afternoon session at 12.30p.m..

Key Stage 1 and 2 have separate sittings following Alnwick Class. Key Stage 1 start at approximately 12.00 and Key Stage 2 at approximately 12.30 pm.

School meals must comply with the School Food Standard laid down by the government. We are actively encouraged in schools to promote healthy eating and healthy lifestyles. If your child brings a packed lunch to school please ensure that they *do not bring any sweets or fizzy drinks*.

*This week brought the arrival of the new dining tables funded by the PTFA. They have been enthusiastically received by the children and by the catering staff! Among the comments from the children... 'Wow! Cool! Epic! These are brilliant!' Our thanks to the PTFA for this great improvement to our lunchtimes!*

### **Hometime**



Please be aware that teaching & learning time for Alnwick, Warkworth, Bamburgh, Lindisfarne and Dunstanburgh classes ends at 3.15 pm and children will not be dismissed before this. Nursery children must be collected by 11.30 am. For the safety of the children it is important that the member of staff dismissing the class is able to *see* that all the children are collected by their appropriate adult. Please be aware of this at the end of the day. If there is a change of adult for any reason please let us know.

Thank you.

**PE and SPORT** - It is essential that everyone has a PE kit in school at all times. This should consist of a tee-shirt and shorts as well as a pair of well-fitting plimsolls or trainers for outdoor use. Trainers should have non-slip soles suitable for safe use on the hard surface. *Children are not allowed to do PE in their school shoes*. Extensive use will be made of the outdoors for PE lessons and so, as the weather gets cooler it will be helpful for children to have a track suit or jogging bottoms to wear for these lessons.

**TOPICS** - Staff will be writing to you shortly to tell you about what the children will be learning this half term and suggesting ways in which you can help support your child's learning. Please look out for this information.

### **PARENTS' MEETINGS**

The new National Curriculum, introduced last year, has 'raised the bar' for all year groups and your help will be immensely valuable in helping your child achieve their new targets. We are holding a series of Parents' Meetings next week to introduce you to the new expectations for your child this year. These meetings were advertised towards the end of last term and a reminder sent at the beginning of this week. The meetings all start at 9.00 am and will be held in the relevant classroom. Please come to the main entrance to sign in. The dates are as follows:

Warkworth (Year 1) - Monday 14<sup>th</sup> September

Bamburgh (Year 2) - Tuesday 15<sup>th</sup> September

Lindisfarne (Year 3) - Wednesday 16<sup>th</sup> September

Dunstanburgh (Year 4) - Thursday 17<sup>th</sup> September.

We do hope as many parents as possible will come along to these meetings but understand that not everyone can so papers will be sent home afterwards giving the information.

### **Extra-Curricular Activities**

We will be beginning to offer a number of extra-curricular activities over the next few weeks. In order to ensure that the experiences for the children are of the highest quality we will be closely

monitoring provision and will reserve the right to change to provision if necessary. When the information about various clubs is circulated please consider whether or not your child has an interest in or aptitude for the activity before signing them up. In the past we reduced the number of activities on offer due to the poor behaviour of a significant number of children. We have carefully sourced providers with a good record of behaviour management however if any child's behaviour falls short of the required standard they will be asked to leave the club.

Day	Class/Key Stage	Club	Start date
Monday 3.15-4.30pm	Year 3	Art Club	21 <sup>st</sup> September
Monday 3.30-4.30pm	Year 4	Awards Club	14 <sup>th</sup> September
Monday lunchtime	Year 3 & Year 1	Le Club Francais	14 <sup>th</sup> September
Tuesday 8.00-8.45am	Key Stage 2	Tennis	22 <sup>nd</sup> September
Tuesday 3.30-4.30pm	Key Stages 1&2	Tae Kwondo	15 <sup>th</sup> September
Wednesday 3.30-4.30pm	Key Stage 1	Jolly Olly Football	16 <sup>th</sup> September
Friday 3.30-4.30pm	Key Stage 2	Lee Sterry Football	18 <sup>th</sup> September
Friday lunchtime	Year 4 & Year 2	Le Club Francais	18 <sup>th</sup> September

### Jeans for Genes Day

Next Friday, 18<sup>th</sup> September, is Jeans for Genes Day and the children and staff are invited to come to school wearing their jeans in return for a donation to the charity. We look forward to your support. From the charity....

With Jeans for Genes Day next Friday, we wanted to highlight just how much of a difference each and every penny that you donate makes. Just by donning your denim and donating, you can help to change the lives of children living with genetic disorders.

The money raised from your invaluable fundraising goes to support the work of 20 individual charities and the vital care and support they provide to children living with genetic disorders.

### Housekeeping

On a very practical note, we would remind you of some 'housekeeping' items to help the new term run smoothly and safely!

- The school office is open from **8.30 - 4.30** and is staffed by Mrs King (mornings) and Mrs Bunn.
- **Money - Dinner money** (Key Stage 2 only) should be paid to *classroom staff* on a Monday morning or online via ParentMail+Pay. Cheques made payable to **Newcastle City Council** please, or exact cash as change is VERY limited.

When paying weekly please make every effort to ensure that dinner money is paid on Mondays ONLY - this will greatly help in the office.

Dinner money is £2.00 per day and therefore £10 per week. As you know dinner money is only now payable by Years 3 and 4.

Any money sent into school should be in a named, sealed envelope or purse *clearly labelled* with the child's name and purpose for the money.

**School Fund** - In the past we have asked families to contribute to the budget by sending in 'Topic money'. Once again, this year we are asking each family if they will donate £5 per term. This money is invaluable in supplementing the provision in each class. Some parents last year asked to give an annual donation, instead of regularly throughout the year. This is fine! Please send your donation in a named envelope, for the attention of Mrs Bunn, or pay online via ParentMail. *Thank you.*





- **Absence** - If your child is absent from school we ask that you telephone *by 9.30 a.m. on the first day* to inform us of the reason. If we do not receive a message we will try to contact parents to ascertain the reason for the absence.

Please send a note on your child's return giving the reason for the absence. This will be used to ensure the correct absence code is recorded and the absence authorised, or not as the case may be.

- **Shoes and Clothing** - All items of clothing must be clearly named. This helps us reunite owner & property quickly and avoid distress. If clothing is not named staff will write the child's name on the label.
- All children will be working outdoors on a regular basis, please ensure that your child has a suitable coat to wear.
- If wearing Wellington boots, children **MUST** have a pair of indoor shoes to change into (plimsolls will do!). Trainers are not allowed other than for PE lessons.
- In addition, children's outdoor shoes must be fit for purpose - no high heels or strappy sandals please, as these present a health & safety hazard.
- Jewellery, other than a watch, is **NOT** allowed. **Children with pierced ears will be asked to remove their earrings if they come to school wearing them.**



If your child has had their ears pierced in the last few weeks they should be taped over daily during the healing period (6 weeks) and after that, removed for school.

- Hair gel (& spiky hair styles) are **NOT** allowed and long hair must be tied back for PE and other practical lessons.
- Please do not send back packs or other large bags to school as we do not have sufficient space to accommodate them. The children should only have their PE bags on their pegs. If bringing essential other items to school a carrier bag will suffice.
- **BOOK BAGS** - We have asked the children not to have key-rings or other tags on their book bags and not to cover their name label with stickers. Please support us in this; squabbles over key rings waste such a lot of time!

A number of reading books were damaged in the past by children leaving their bags on wet ground when playing in the morning. Please make sure that your child's book bag is not put on the ground when it is wet. Thank you.

- **Parking** - Please do not park on the double yellow lines on Christon Road or on the zig-zag markings. Please do not park on the access road to school or in the school gateway. These measures are to keep the children safe. The Council will be sending out parking patrols and are taking a hard line where people are disregarding road markings.

### ***Middle School Transfer and Reception Admissions 2016***

Whilst it may seem early to be thinking about this, the Local Authority has now begun the application process for children transferring to Middle School in September 2016 and for admission to Reception classes in September 2016!

As soon as we receive details relating to the process we will circulate the information.

### ***End of Year Questionnaire***



Towards the end of the Summer term we invited parents to complete a questionnaire giving on views on various aspects of school. If you have not yet returned yours we'd love to hear from you. If you need another copy, please just ask! We will circulate the outcome of the survey shortly.

## *Plans for This Term*

### **PTFA Notices**

The PTFA are arranging an Annual General Meeting and will be circulating details soon. Please make a point of checking the PTFA notice board in the shelter in the main playground regularly; it will not replace letters home but will make an easy point of reference for many parents.

### **Macmillan Coffee Afternoon**

We are holding a Coffee Afternoon (to support the World's Biggest Coffee Morning!) from 2pm on Friday 25<sup>th</sup> September in the hall. Donations of cakes on the morning of the event will be very welcome.

### **Maths Meetings**

Once again we have managed to secure Liz Bailey to run some Maths workshops for parents. These are to be held on *Wednesday 30<sup>th</sup> September for Foundation Stage* parents - the focus will be number and counting as well as an introduction to the Numicon resource, *Wednesday 7<sup>th</sup> October for Key Stage 1* parents with a focus on multiplication and tables and *Wednesday 14<sup>th</sup> October for Key Stage 2* parents focusing on tables and written multiplication & division methods. All workshops start at 6.00pm for an hour and will be well worth your time!

## **September Dates for your Diary**

Monday 14<sup>th</sup> - Le Club Francais starts for KS1 and 2 on Monday and Friday lunchtimes  
Tuesday 15<sup>th</sup> - *Tae Kwon Do* classes start after school. Please contact Fay Farthing on 07719 615132 for details  
Thursday 24<sup>th</sup> - One Day Creative Go Green Day - Key Stage 2  
Friday 25<sup>th</sup> - 2pm Macmillan Coffee Afternoon  
Wednesday 30<sup>th</sup> - **6.00 pm Maths Workshop for Foundation Stage parents led by Liz Bailey**

## **October Dates for your Diary**

Monday 5<sup>th</sup> - Parent Teacher Consultations for Years 1 - 4 (letter sent out today)  
Tuesday 6<sup>th</sup> - " " " " " " " "  
**Wednesday 7<sup>th</sup> - 6.00pm Maths Workshop for Key Stage 1 parents led by Liz Bailey**  
**Wednesday 14<sup>th</sup> - 6.00pm Maths Workshop for Key Stage 2 parents led by Liz Bailey**  
Monday 19<sup>th</sup> October - School Photographer - details to follow.  
Friday 23<sup>rd</sup> - School closes at 3.15 p.m. for half term holiday.

HALF TERM HOLIDAY ~ Mon 26<sup>th</sup> October - Friday 30<sup>th</sup> October

Monday 2<sup>nd</sup> November - School re-opens.

## **December Dates for your Diary!**

Sunday 6<sup>th</sup> - Church School Link Service at St Nicholas Church  
Tuesday 15<sup>th</sup> - Key Stage 1 & 2 Nativity 9.20am and 6.00pm  
Wednesday 16<sup>th</sup> - Foundation Stage Nativity 9.30am  
- Key Stage 1 & 2 Nativity 1.30pm  
Friday 18<sup>th</sup> - School closes for holiday

ARCHBISHOP RUNCIE CHURCH of ENGLAND (VA) FIRST SCHOOL



2015- 2016

# September Newsletter

Name: \_\_\_\_\_

[www.archbishopruncie.firstschool.org.uk](http://www.archbishopruncie.firstschool.org.uk)

e-mail: [admin@archbishop.newcastle.sch.uk](mailto:admin@archbishop.newcastle.sch.uk)

Tel: 0191 285 2663

## **Disclaimer**

From time to time we send out leaflets and letters signposting parents to activities and organisations in the local area. These are purely for information and not necessarily endorsed by the school. The school cannot accept any responsibility for such activities.