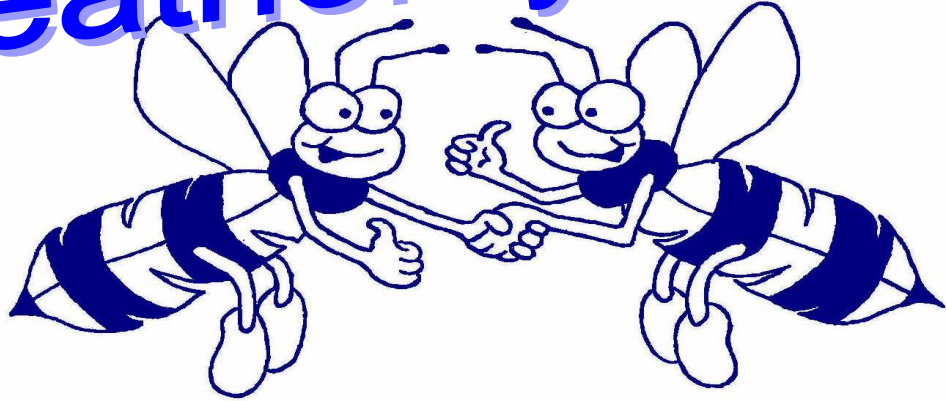


# the Featherby



**9th October 2009**

I would like to apologize for not contacting you earlier. This is the first newsletter of the academic year 2009-2010 and such a lot has happened so far.

We are redesigning the School Office to make us more effective in the way in which we deal with your enquiries and also to improve security and confidentiality. The front desk has been moved to the right of the front entrance door. The office door behind this desk (which is also a fire door) will be closed in future. A reception hatch will be made adjacent to the corridor entrance to the main school for use by parents and children. This will be your first port of call on entering the school, where a member of the School Office Staff will be waiting to address you.



As always, the Office Staff will endeavour to address your query either immediately or within 24 working hours and the telephone will be answered within 3 rings whenever possible. If your telephone call is not answered immediately, please be patient; there may be just one person in

the office and we have three outside lines to answer.

However, in prioritizing the needs of the children, the order of matters to be dealt with will be child first, followed by parents and other visitors.

I trust that this will help to improve the efficiency of the office.

The teachers have been analyzing the progress of your child and targets have now been set in both English and Maths. Your child should know at what National Curriculum level they are currently working towards and what they have to do in order to reach the

next level. We will be assessing your child's progress on a termly basis and holding progress conferences amongst teachers' to determine those children who fall into one of three categories; exceeding targets, achieving targets, under-achieving.

The first parents' evening of the year in October will give you an opportunity to see how your child is progressing.

### **DATES FOR YOUR DIARY**

Monday 12 <sup>th</sup> October	Staff Development Day
Tuesday 13 <sup>th</sup> October	Cross Country League Fixture Yr 5/6
Thursday 15 <sup>th</sup> October	Legend Theatre Tudors Year 5
Friday 16 <sup>th</sup> October	Harvest Festival
Saturday 17 <sup>th</sup> October	Guides Quiz Night
Tuesday 20 <sup>th</sup> October	Mini Youth Games Tag Rugby
	Parent Evening (Late)
Wednesday 21 <sup>st</sup> October	Parent Evening (Early)
Friday 23 <sup>rd</sup> October	End of Term
Monday 2 <sup>nd</sup> November	New Term Children Back In School

### **GENTLE REMINDERS**

#### Absence

Please be reminded that we need to be informed on the first day of a child's absence. Please telephone the school office on 231984 with a reason for absence and your child's class before 9.30 am. Absence without a reason will be marked as unauthorised.

#### Sickness

All classrooms are equipped with sick bowls and basic first aid kits. Unless children are obviously sick and need to be sent home they will be monitored in class.

#### Jewellery

May we remind you once again that, following Medway Council's policy, **we do not allow children to wear jewellery of any kind in school**, unless it cannot be removed for religious reasons. If the jewellery cannot be removed for religious reasons, it should be covered with a secure cover such as a plaster or sweatband. However, no jewellery at all should be worn during physical activities, and if a child cannot remove the items, he or she should not be allowed to join the lesson.

#### Reception/Late Arrivals

A large number of children are using the main entrance when arriving and leaving school. All Pupils should use the playground entrance unless school has already started whereby they should arrive/leave via reception. A signing in/out book is held in reception and all pupils must be signed in/out during school hours. Similarly at the end of the school day pupils should leave by the playground not the main entrance. Please do not make arrangements to meet your children either in or outside reception unless under prior arrangement with the office.