LINGFIELD
PRIMARY SCHOOL

Partners in Learning
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AUTUMN TERM 2011 NEWSLETTER NUMBER 4

4th November 2011

Dear Parents,

Attendance

You will be aware that I have written a paragraph about attendance on each of the newsletters so far this term. It is essential that all parents are aware of the importance of their child attending school regularly and on time. We have previously been criticised by Ofsted inspectors for not being more explicit with parents about this subject. Letters are often sent home to parents asking for an explanation regarding absence. Not all parents respond to these letters. We want to avoid any unexplained absence as this would have to be recorded as unauthorised. It is essential that you respond to such a letter even if you have already informed us about the absence. You can keep us up to date regarding your child's absence on a specific email. It is absence@lingfield.surrey.sch.uk. It is not necessary to send a letter as well as an email. The Education Welfare Officer and I have held our first attendance panels this week with parents of children whose attendance fell below expectation during September and October i.e. below 85%.

Attendance Registration Logs

An attendance registration log will be handed to you as part of parents' evening next week. Those printed in green will indicate that your child is on target reaching the expected target i.e. between 94.5% and 100%. Those printed in amber will be percentages between 94.4 and 85.1 and will be carefully monitored by school and the Education Welfare Officer. This is because they have the potential of becoming a persistent absentee. Registration logs printed in red (85% or below) will be indicating a serious concern regarding your child's attendance and you will have received a letter indicating what course of action is to be taken. Ignoring letters and meetings will result in a referral to the Education Welfare Service. If you have any queries regarding the log having received it please do not hesitate to discuss this with me.

Harvest Festival

Thank you to Reverend Jenny Attwood for leading us in our Harvest Festival celebrations before half term. We raised £91 for Crawley Open House.

Parents' Evenings - reminder

This term's parents' evenings are on Tuesday 8th November 3.30 to 6 p.m. and Thursday 10th November 5.30 to 8 p.m. If you haven't already made an appointment to see your child's class teacher I urge you to do so. It is important you hear how your child has settled so far this school year and how they are progressing in all areas of school life and learning.

School Cook

Jane Aylett, the school cook, will be leaving at the end of this term. Of course we will be organising an appropriate presentation near the end of term, however, we are in the process of making an appointment to replace her. If you would be interested in applying for this position please see Mrs Blatcher, Bursar, in the main school office who will provide you with further details and an application form. The closing date for applications is 12 noon on Thursday 17th November.

Morrisons Let's Grow Vouchers

I would like to remind parents that the school are collecting Morrisons Let's Grow vouchers. The last date for 'earning' vouchers in store has now past. However, the closing date for the school to submit our vouchers and claim equipment for the Gardening Club is 30th November. Please could parents bring their vouchers into school and put them in the box in the children's entrance?

Inset Days

On Monday this week Lingfield staff visited De Stafford Secondary School in Caterham for a variety of

learning workshops, as part of Tandridge Education Partnership, including; science, autism, creative mathematics, drama, emotional well-being and story writing. On Tuesday morning this week all staff and Governors received a presentation from Mrs Tappin and me regarding the school's vision and aims in relation to pupil data analysis. Part of the morning was used to look at current pupil data and to discuss what the school is good at as well as areas where we can improve.

Performance Management

All staff are involved with a performance management process and this is currently being carried out across the school. As part of this procedure members of the Leadership Team observe lessons and feedback to teachers and teaching assistants. Information is fed to school Governors as part of their monitoring actions.

School Greenhouse

Year 3 (as part of their context 'What a Load of Rubbish') are building a greenhouse for the kitchen garden, made from recycled materials. We are still in need of donations of clean 2 litre plastic drinks bottles. There is a box at the children's entrance for bottles as well as the patio entrance. It would be really helpful, but not essential, if parents could cut the bottom off the bottles - there is an example for people to see.

Parent Help Request

We would like some parent help to hear children read particularly in Year 1. If you can spare an hour or so each week on a regular basis please let either Miss Knight or Mrs Marsh know. We would be pleased to hear from parents with children in any year group to support this. Training would be provided.

Reading

Please listen to your child read on a regular basis at home. We appreciate that 21st century living means we are often very busy. However, I should remind you of the important role each parent plays in the reading process. Of course, your child will receive reading tuition at school, but these skills need to be practised at home too. Please work with us and help your child.

Mufti Day

To support the LPSA's Festive Friday on Friday 2nd December, 3.30 to 6 p.m., there will be a mufti day at school on Friday 25th November. Children may wear casual clothes on this day, but jewellery and shoe uniform rules still apply for health and safety reasons. The LPSA are asking for bottles of any description for the bottle stall.

School Book Fair

There will be a 'book fair' in school starting on Monday 14th November lasting one week. It will operate in the same way as on previous occasions. It does make the children's entrance area congested for a few days. Please be patient and considerate. Mrs Anthoni will be organising it again for us.

School Web Site and Newsletters – reminder

If you misplace a school newsletter you can view it, along with other information, via the school web site at www.lingfieldschool.com

If you have any queries or concerns please contact me.

Yours sincerely,

Ron Gandolfo
Headteacher.