

Tavistock County Infant School

Broadacres, Calthorpe Park, Fleet, Hampshire GU51 4EB

Head Teacher: Mrs J. O'Connor B.Ed. Hons

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4th September 2017

Dear Parents,

A warm welcome to everyone, especially any new families who have joined Year 1 or Year 2 this year. I am sure that this year will be just as wonderful as last year and we will all continue to 'Achieve Happily Together'.

In terms of drop off and pick up, we have two entrances that you can use, one by the main gate and one 'down the alley'. You can do a whole circuit of the school by walking past the library if you have to drop children at different sides of the school.

Here is a list of reminders for the start of term and most of the information can also be found on our website: www.tavistockinfants.co.uk. Mrs Sloss does a brilliant job keeping the website up to date and I will be continuing my blog for those of you who like to hear my ramblings! Every year group has their own blog so make sure you look at those regularly as they will give you up to date news from each class. I am hoping that the children will use the website and send lots of messages via the guest book.

THE OFFICE

The school office is open from 8.30-9.00am and 2.45-3.30pm. Please try to stick to these times as much as you can, but never feel that you can't contact by telephone or come in person for emergencies.

KEEPING HEALTHY

Please help to keep our school as healthy as possible by reinforcing the importance of hand washing and using tissues! Any children who are showing signs of illness should be kept at home and only return to school when they are really well enough to do so. Any child who has been sick or had an upset tummy should not return to school for **48 hours after the last bout of sickness**. We will contact you should your child be ill at school so make sure we do have up to date contact numbers.

HEAD LICE

Luckily I didn't have nits once for the *fourth* year running! It is important to keep checking your child's hair and to let the school know if you do have little itchy visitors. It is vital that the whole family's hair is checked when you have head lice. It can be a real bonding time to all sit with lotion on your heads at the same time!

ABSENCE FROM SCHOOL

Please let us know if your child is sick by phoning the office before school if possible. As an extra security measure we will be phoning parents whose children do not arrive if we have not heard from you to check no one has got lost between home and school. Clearly infant children should not make their own way to school but we do need to check the children are safe.

Regulations are in place that parents will be fined for unauthorised absences or holidays.

PARTNERSHIP WITH PARENTS

It is so important that as a school we communicate with you as effectively as possible and equally you with us. In order to reach all parents we have many ways we do this:

- Parent mail/ text messaging *please make sure we have your details*
- A new weekly emailed newsletter every Thursday.
- Our website www.tavistockinfants.co.uk.
- Our school app
- Helping out in school ***you will need a Disclosure and Barring Service (DBS) certificate so please contact the office. Please do not apply for a DBS unless you are going to use it straight away as they do expire if not used.***
- By talking to each other *Teachers are available Mondays and Tuesdays at 2.50 please book at the office*

SCHOOL DINNERS

Free school meals are available to all children and we hope that as many children as possible continue to enjoy the meals this year. H3CS are able to provide meals for children with allergies so please contact the office or H3CS if you need any more information. You can still provide your child with a packed lunch should you wish to do so. Please make the lunch as healthy as possible avoiding too many sweet treats. **Please do not give your child nuts in their lunchbox as some children are severely allergic to them.** Also, please remind your child not to share their packed lunch with others for the same reason.

SCHOOL MILK

Milk is the most complete food available to us and a carton at break time can provide 50% of a child's daily calcium requirements and provides many minerals and vitamins to aid growth of strong bones. It is free to children under 5 and is provided through the Cool Milk Company. Orders and money should be forwarded to them directly but we do have the forms in the school office. Milk will not be delivered for your child until payment has been received by the Cool Milk Company.

HEALTH AND SAFETY

Parking

Unfortunately our car park isn't big enough to be used by parents to drop off and collect their children. We ask you to park around Broadacres or nearby at the start and end of the day, remembering not to park on the zigzags, block the entrances to local residences or park in The Croft private car park.

Playground Equipment

As inviting as our playground equipment is, sadly it is only available for use during school hours. No children of school or pre-school age should be on the equipment before or after school as there isn't a member of staff on duty. Please help us to keep your children safe.

Scooters and Bikes

We do have racks that you can use for scooters and bikes. It is advisable use a lock if you are leaving the bike/scooter at school all day as we cannot be held responsible for items left unlocked.

Medicines

Please remember that following advice we are not able to administer medicines such as antibiotics or Calpol. Parents are welcome to come in at lunchtimes to administer the medicine but please inform the school office first of all. For medicines that are prescribed every day you will also need to speak to the school office.

Start of the day

We do not have staff on duty in the mornings so please do not leave any children unattended in the playground. We open the doors promptly at 8.45am and encourage the children to come into school on their own as there isn't room in the corridors for 90 parents and children. Children will enter school through their classroom outdoors and NOT via reception.

End of the day

Children should be collected from their external classroom doors and any child who remains uncollected will be taken to the entrance hall where there will be a teacher on duty. Please wait for your child outside their classroom NOT in the entrance hall as the office staff are working and there isn't room for everyone to congregate there. Please inform us if you are going to be late as it can be very distressing for children if they are not picked up on time.

SNACKS AND DRINKS

There is no need to send any snacks as we are part of the free fruit and vegetable scheme which provides your child with a healthy snack at playtime. Every child will be expected to eat the fruit/veg on offer unless you have informed us in writing that your child has an allergy or some other reason why some foods should be avoided. All children should bring a bottle of water to school every day and NO JUICE, SQUASH OR FIZZY DRINKS.

This is a lot of information and I hope I haven't missed anything off. Please do feel that you can come in and ask us anything you like and we will try to answer...or at least know someone who can.

My daughter is 21 this week so I am feeling very old but Christmas will soon be here and that cheers me up no end!

Yours sincerely
Joanne O'Connor
Head Teacher