

Tavistock County Infant School

Broadacres, Calthorpe Park, Fleet, Hampshire GU51 4EB

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

Telephone: 01252 616778

Web: www.tavistockinfants.co.uk



13th September 2023

Dear Parents,

Welcome to everyone who has joined Year R this year and welcome back to parents who already have children at Tavistock. I am starting to get to know all the children's faces and names, but it will take me a little while. If you have your book bag strategically name side facing me it really helps! Your children do seem to be very happy and even if there are a few tears coming in on some days they honestly do cheer up when they see their friends. If you have left a tearful child please feel free to ring to check if they have settled because we are happy to pop down to the classes and have a little look. We do of course want to 'Achieve Happily Together'.

PARTNERSHIP WITH PARENTS

It is so important that as a school we communicate with you as effectively as possible and equally you with us.

How we currently communicate:

- Parentmail/text messaging - *please make sure we have your correct details.*
- A weekly newsletter emailed every Friday.
- By talking to each other: Telephone appointments can be made with teachers on Mondays and Tuesdays after school until 4.30. Should you wish to speak to the teacher in person please speak to them directly to make an appointment. Brief messages can be passed to teachers at the start of each day, but longer conversations are much better at the end of a day when there aren't 30 children waiting to learn!
- Weekly year group blogs.
- My HT Blog.

The majority of information will be on our website www.tavistockinfants.co.uk.

THE OFFICE

The school office is open from 8.30-9.30am and 2.45-4.15pm (except Friday 2.45-4.00pm). Please try to stick to these times as much as you can, but never feel that you cannot contact us by telephone for emergencies, or by email for more general enquiries. office@tavistock.hants.sch.uk.

KEEPING HEALTHY

Please help to keep our school as healthy as possible by reinforcing the importance of hand washing and using tissues! If your child is unwell please keep them at home to prevent the illness spreading to other children and staff. 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

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. If I see a child with flowing locks I usually comment how brave they are and say that they shouldn't sit next to someone who is scratching!

UNIFORM

Children do not need to wear uniform with logos unless you would like them to. Often a logoed jumper or cardigan is saved for school photographs but it is not necessary. Children will get dirty because we encourage them to be outside and of course we use the dreaded whiteboard markers all the time. Even though we use washable pens I know they can still be tricky to get out, even with a boil wash.

ABSENCE FROM SCHOOL

Parents and carers have a legal obligation to send their children to school and we want to work with you if you have any issues regarding your child's attendance. Class teachers are usually the best first point of call but please speak to me directly if you think I could help.

It is important to let us know if your child is sick by phoning or emailing the office before school. As an extra security and safeguarding measure, we will be phoning parents whose children do not arrive if we have not heard from them 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.

LATENESS

We understand that everyone can be late occasionally, but persistent latest has a real impact on not only the child who is late, but the rest of the class too. Our doors open at 8.45 with registers taken at 8.55. Older siblings can be dropped off earlier at our neighbouring schools giving sufficient time to get to Tavistock.

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 is not 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 is not a member of staff on duty. Please help us to keep your children safe.

Scooters and Bikes

We have racks that you can use for scooters and bikes. It is advisable to 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

We can administer medicines that are prescribed every day so please contact the school office so the relevant paperwork can be completed. We do not hold Calpol in school and ask that if possible antibiotics are timed to be given just before school, after school and at bedtime. We will of course assist if they are needed 4 times per day, please speak to the lovely ladies in the office.

End of the day

We will hold onto children in the classrooms if you are delayed or collecting a sibling from one of our neighbouring schools. If your child is to be collected by someone different on a particular day, please contact the school to let us know. For safeguarding purposes if it is an unfamiliar adult we have never met, we would ask that you arrange for a password to be given to the teacher.

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.

ENRICHMENT

All teaching staff have Planning, Preparation and Assessment (PPA) time out of class and in Year R teachers have their PPA time on Thursday afternoon. At Tavistock PPA is covered by a team of wonderful learning support assistants who work in the setting. They support the children in their teacher planned activities linked to the EYFS profile.

This is a lot of information and I hope I have not missed anything off. If I have left anything off, don't forget no-one is perfect, they just think they are! My final word is to encourage you to get involved with TAFF as they provide such wonderful events and raise much-needed funds for school.

Best wishes
Joanne O'Connor
Head Teacher