

Tavistock County Infant School

Broadacres, Calthorpe Park, Fleet, Hampshire GU51 4EB

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

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3rd January 2024

Dear Parents,

Happy New Year to one and all! I hope that you managed to spend time with your loved ones and remained healthy. If you have eaten all the chocolate from under your tree please give me a shout because I still have some and I am more than happy to share!

Mrs Donna McFarlane has officially joined the office team and I know you will make her feel most welcome. There is an awful lot to learn but I know you will be gentle with her whilst she learns Tavistock's little ways.

The spring term is very short compared to the autumn term but we are aiming to hold a number of Curriculum Information Evenings this term so please look out for details of those in the coming weeks. In addition, to keep you up to date with your child's progress in school, our individual parent meetings will be in person on 30th January 2024 and virtually on 31st January 2024. You will be able to sign up in the same way as you did in October choosing which option works better for yourselves. TAFF will be holding a range of exciting events that raise much needed extra funds for school. Please note there will NOT be a Friday after school Movie Night every week because I am still recovering from the last one!

Here are some reminders for the start of term but most of the information can be found on our website: www.tavistockinfants.co.uk and weekly on our newsletter.

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! Any children who are showing signs of illness should be kept at home as normal 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

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 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.

PARTNERSHIP WITH PARENTS

It is so important that as a school we continue to 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:

- Parentmail / text messaging - *please make sure we have your details.*
- A weekly emailed newsletter every Friday.
- Our website www.tavistockinfants.co.uk.
- By talking to each other: *Telephone appointments can be made with teachers on Mondays and Tuesdays after school until 4.30. Staff are happy to have a brief conversation at the start of the day but please try not to hold up other parents wishing to drop their children off.*
- HT and Year Group Blogs.

SCHOOL DINNERS

Free school meals are still 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. If your child prefers a packed lunch please make the lunch as healthy as possible avoiding too many sweet treats. **Please do not give your child nuts OR foods that may contain 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 free to children under 5 and is provided through the Cool Milk Company. If your child is over 5 and you wish them to have milk, orders and payment should be forwarded to the company directly. Milk will not be delivered for your child until payment has been received by the Cool Milk Company.

PARKING

Unfortunately, our car park is still not big enough to be used by parents to drop off and collect their children **except in emergencies or if you have a disabled badge**. If you do need to park on Broadacres please be mindful of the restrictions and respect our neighbours. It would be lovely if I didn't get an email of complaint this year!

If you are able to travel to school without driving 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 will administer medicines that are prescribed every day so please contact the school office so the relevant paperwork can be completed. Please remember that we do not administer medicines such as antibiotics or Calpol as a rule and ask that you try to time doses outside school hours. Parents are welcome to come at lunchtimes to administer medicines themselves but please inform the school office that you will be doing so.

START/END OF THE DAY

We open the doors at 8.45 and register is taken at 8.55. Please make sure that your child is on time for school so that no-one's learning is disrupted. School ends at 3.15 and if you are going to be late it saves upset if you could let us know by ringing the office then we can reassure your child that you are on the way. Equally, if someone different is collecting your child at the end of the day please let school know and we will ask for a password if we have never met the adult before.

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.

As always there is a lot of information at the start of term but by the time you reach the summer term in year 2 you will be able to just skim and see if I have added anything new!

Best wishes
Joanne O'Connor
Head Teacher