



Alban City School
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11th September 2017

Dear Parents

I hope that you all enjoyed the summer break. It has been lovely to see the children happily returning to school and enjoying getting to know their new teachers and routines. A very warm welcome to the new children and families who have joined us this term.

During the summer holidays we had some washroom refurbishment undertaken to various toilets around the school. We are very pleased at how bright, colourful and streamlined they all are now. I hope that you have noticed our mosaic in the outdoor classroom in the playground. This was completed last term by Mrs Toms with the children contributing to the design and the construction.

School Organisation

Our school is now organised into three phases with each phase being led by a phase leader. The management structure of our school is as follows:

Headteacher Mrs Goddard

Deputy Headteacher Mrs Carter

Phase One Leader (Years R and One) Miss Novell

Phase Two Leader (Years Two and Three) Miss Hind

Phase Three Leader (Years Four, Five and Six) Mr Bushell

I have listed below the names of the Teachers, Teaching Assistants and PPA cover teachers for each class so if the children talk about the adults in school you will know who they are talking about!

Class Teacher	Teaching Assistant am	Teaching Assistant pm	PPA Cover Teacher
Lime Miss Jackson	Mrs Wonnacott	Mrs Redgewell	Mrs Carey
Apple Miss Novell	Mrs Hennin	Mrs Wonnacott	Mrs Garcia
Sky Miss Mawhood	Mrs Noble	Mrs Da Palma	Mrs Carey
Aqua Mr Wanless	Mrs Redgewell	Mrs Bickle	Mrs Garcia
Scarlet Miss Hind	Miss Burgis	Mr Mullen	Mrs Wijetunge
Crimson Miss Hesketh	Miss Rayside	Miss Burgis	Mrs Carey
Amber Mrs Freer	Mr Roberts	Miss Rayside	Mrs Garcia
Vermillion Mrs Carter	Mrs Irwin	Ms Kirk	Mrs Wilson
Gold Miss Farley	Mrs Rimstad	Ms Panta	Mrs Wijetunge/Mrs Garcia
Saffron Mrs Jennings	Mr Mullen	Miss Fowkes	Mrs Carey
Sage Mrs Thomas	Ms Restell	Mrs Boyle	Mr Scatchard
Forest Mr Bushell	Ms Kirk	Mrs Rimstad	Mrs Wilson

Each class teacher has some release time every week away from their class for planning, preparation and assessment. This is known as PPA and as you can see above I have listed the names of the teachers who will be doing this.

All classes will have a weekly music lesson taught by Ms Gwinnett. Year Three classes will also have a weekly recorder lesson taught also by Ms Gwinnett. Year One and Two will continue to have French with Madame Annis while Reception will begin their lessons after Christmas. Years Three, Four and Five will have a weekly Spanish lesson taught by Mr Scatchard. Mr Roberts and Mr McKenna will deliver specialist PE and sports coaching.

The school team also includes Mrs Brown (office manager), Mrs Stapleton (Business Manager), Ms Cockerton (Admin Assistant), Mr Edwards (Site Manager), Miss Lord (Special Educational Needs Co-ordinator), Mrs Cullen (Learning Support) and Mrs Ballesteros (Midday Supervisor).

Entering School in the mornings

If you have children in Years Three, Four or Five and do not need to drop off children in Reception or Year One can you please enter the school building through the door next to the courtyard and use the stairs by the dining room. This will help to ease any congestion downstairs. Please do not bring prams or buggies into the building but park them outside.

Registration

We have started the year with a new daily registration system where we are registering the children and completing their menu choices online. This does mean that once the register has been closed by the teacher if your child arrives after this time they need to sign in at the office. Also, if your child is unwell or missing registration because of a medical appointment, please notify the office or your child's class teacher so that the register can be marked accordingly.

Newsletters

Newsletters will be sent home regularly and if you have provided us with an email address we will email them to you. The only exception to this is if the newsletter requires a response e.g. has a tear off slip we will always send these home as a paper copy. If you do not have an email address a hard copy of all correspondence will be sent home in your child's book bag. The other exception to this is our new Reception children who will receive a paper copy of newsletters while we are updating our pupil records with the contact information you provided on their registration forms. We will complete this as soon as possible.

Courtyard

If you are waiting for Aqua class to be dismissed in the courtyard at the end of the school day or you are entering the building here in the morning, please do not allow any younger children to play in the playhouse or with any of the toys or resources. Unfortunately, last year a number of pieces of equipment were damaged by younger children during this time.

Birthdays

If children celebrate a birthday and you wish to send in a treat (such as a small chocolate bar, sweet, wrapped biscuit etc.) for the children in the class, the teachers are happy to give these out to the children but will only do so at the end of the school day at home time. It will then be up to parents to decide if they are happy for their child to have the treat. Please do not send in cakes, any nut products or toys etc. Staff do not have the time to give out party invitations etc. so children or parents would need to do this themselves.

Further dates for the term will follow in my next newsletter. I am working hard to learn the names of all our new children and also parents as well so please bear with me as I get to know you all. I am always in and out of the classrooms during soft start each morning if you need to speak to me.

Yours sincerely

Mrs J Goddard

Headteacher