



Alban City School  
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15<sup>th</sup> May 2017

Dear Parents

Please find listed below information about events and activities taking place in school in addition to some reminders:

### **Open Evening**

An open afternoon/evening is taking place on Monday 22<sup>nd</sup> May between 4.30pm and 6.30pm. On this day you are invited to come back to school at any time within this time frame with your child or children. The children's work and books will be out in the classrooms and this will be an opportunity to share your child's progress and learning with them. The class teachers will also be available during these times if you wish to discuss any matters with them. I do hope that you will be able to come. After school activities will continue as usual on this day. The pupil entrance gates will be open from 4.30pm.

### **Policies**

An Anti-Litter policy and a revised Anti-Bullying policy have been added to the school website. You can find them under the office tab.

### **Medicines in School**

Please note that we are unable to give medicine to children in school unless it has been provided by the doctor on prescription. In these instances an authorisation form must be collected from the office and completed.

### **Sports Day**

Sports day will take place on Tuesday 18<sup>th</sup> July at the St Albans High School for Girls sports grounds. A back up date of Thursday July 20<sup>th</sup> has been set aside should it rain.

### **Party Invitations**

We allow children to give out party invitations before school but would be grateful if this can be done as sensitively as possible. If attention is drawn to your child handing them out in class it can highlight those being left out which some children can struggle with.

### **Trainers**

Years Two, Three and Four please remember to have trainers in school for PE lessons and after school sports clubs.

### **Litter**

At the end of the school day please ensure that if you or your children are eating snacks in the playground that you put your rubbish in the bin. We are finding an increasing amount of litter lying around after school. Only last week a child in Little Robins picked up what looked like a sweet but was potentially a pill in the playground and was about to eat it.

### **Class Photographs**

Class photograph order forms were sent home last week. If you wish to order a photo through the school please return completed forms with payment by Friday 19<sup>th</sup> May to avoid a late order fee.

### **Teaching Appointments**

We have been busy making our teaching appointments for September. We will be losing Mr Woodcock at the end of the summer term as he is moving to Canada and also Mrs Fernandes who is moving to teach closer to home. We look forward to welcoming Miss Jackson, Mr Bushell, Mrs Thomas and Miss Farley to our team.

Yours sincerely

*Mrs J Goddard*

Headteacher