



Alban City School
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10th January 2019

Dear Parents,

Happy New Year, and welcome back to a new term at school. I hope you had a lovely time over the Christmas period with family and friends. As we begin a new year and a new term, we have been talking in assembly about being the best we can be and about being considerate of other people, so we hope you notice some helping hands and thoughtful behaviour at home too!

Leadership structure

We welcome back Mrs Carter, our Deputy Headteacher, from her maternity leave. I will not be in school on Thursdays this term, so Mrs Carter will be in charge on this day.

Assembly themes

The assembly theme this half term is Excellence, and after half term it will be Determination. We will be exploring with the children how they can give of their best and achieve their goals. In March we will be having a visit from some GB athletes who will talk to the children about growth mindset and believing in themselves and their own abilities to achieve success.

Reception Places for September 2019

Please be aware that the deadline for applying for a school place to start in Reception Class in September 2019 is 15th January 2019. In order to do so you will need to apply online at: www.hertfordshire.gov.uk/admissions

Heavy Snowfall/Severe Weather reminder

We are hoping that we will not have to put in place the following procedures but should we have a change in weather and experience heavy snowfall at any time the following arrangements have been made should we need to close the school:

1. A text message will be sent to each family advising of closure. It is important that we have up to date contact details as this will be our main source of communication.
2. We will post a message on the school website, please check for updates.
3. The gates of the school will remain closed and a notice will be posted on the gates.
4. The school answer phone will contain a message.

Numbers 3 and 4 above will rely on staff being able to get into school to action so please check your mobile phones first. We will try to keep the school open at all times if at all possible and we have managed this apart from one day through some severe weather conditions, however many staff do not live locally and it will depend on whether we can staff the school safely.

School Crossing

We would like to remind parents to please use one of the pedestrian crossings located either at the top of Hatfield Road or outside the Courtyard Café when crossing the children to and from school. It is very dangerous to run across the road in-between queuing cars.

Absence from school

When your child is absent from school due to illness or medical appointment, please ensure that you either call or email the office to advise them and provide a reason. Even if you have let the class teacher know as you are dropping another child off please make sure the office is also made aware.

Late attendance

If your child arrives for school after 8.50am please enter via the school office and sign them in. We have had children arriving in class after the register has been taken and unless they have been signed in via the office we do not know they are in school. This can not only lead to confusion and unnecessary absence enquiries but can also lead to an inaccurate head count during a fire drill.

Sharing assemblies

Class sharing assemblies will be held on Friday mornings from now on instead of Thursdays.

Dates for the Spring Term

17 th January	PTA AGM
24 th -30 th January	Book Fair
5 th February 9.30am	Year One Concert
8 th February 7.30pm	PTA Comedy Night
11 th February 4-7pm	Parent/Teacher Consultations
13 th February 5-8pm	Parent/Teacher Consultations
18 th – 22 nd February	Half Term
15 th March	Phase 2 and Phase 3 PTA Film Night
27 th March 9.30am	Year Five Concert
28 th March 9.30am	Year Four Concert
29 th March	Phase 1 PTA Disco
5 th April 1.30pm	End of Term

Yours sincerely,

Mrs G Stray

Headteacher