



Alban City School
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11th September 2018

Dear Parents

Welcome back to a new school year at Alban City School. We hope you have had a lovely summer break. We extend a very warm welcome to all the children, families and new members of staff who are joining our school. This term marks a milestone in our school's history because the school has grown from the first intake of children in Reception back in 2012 to having children in every year group right up to Year 6 for the first time. It is lovely to finally see all the classrooms in use, and the children settling happily into their new classes.

Lighting Works

During the summer holidays we had some lighting refurbishment carried out in school. All of the lighting in the classrooms, corridors and general areas has been replaced with LED energy efficient alternatives. It has made the rooms a lot brighter but more importantly will help to reduce our carbon footprint and our energy costs.

School Organisation

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

Headteachers Mrs Goddard and Mrs Stray

Deputy Headteacher Mrs Carter (Maternity leave)

Phase One Leader (Years R and One) Miss Novell (Maternity leave) Covered by Miss Jackson

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 Hennin | Mrs Wonnacott | Mrs Wijetunge |
| Apple Miss Howes | Mrs Wonnacott | Ms Smith | Mrs Carey |
| Sky Mrs Boothby/ Mrs Garcia | Mrs Redgewell | Mrs Da Palma | Mrs Wijetunge |
| Aqua Mr Wanless | Mrs Stark | Mrs Bickle | Mrs Carey |
| Scarlet Mrs Freer | Mrs Noble | Appointment pending | Mrs Wijetunge |
| Crimson Miss Hesketh | Ms Restell | Miss Rayside | Mrs Carey |
| Amber Miss Hind | Ms Smith | Mrs Saglam | Mrs Boothby |
| Vermillion Miss Gardiner | Miss Rayside | Mrs Stark | Ms Dzebley |
| Gold Miss Farley | Mr Mullen | Miss Fowkes | Mrs Wijetunge |
| Saffron Mrs Jennings | Mrs Irwin | Ms Restell | Mrs Carey |
| Sage Miss Aitbenmoussa | Mrs Cheruvathur | Mrs Smith | Mrs Boothby |
| Forest Mr Bushell | Ms Kirk | Appointment Pending | Mrs Dzebley |
| Amethyst Mrs Warner | Mrs Rimstad | Mr Mullen | Ms Dzebley |
| Magenta Miss Bland | Mrs Smith | Ms Panta | Mr Scatchard |

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, Five and Six will have a weekly Spanish lesson taught by Mr Scatchard. Mr Roberts and/or 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).

Entering School in the Morning

If you have children in Years Three, Four, Five or Six 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.

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.

Curriculum Information Evening for Parents

On Monday 24th September we will be holding a curriculum information evening for parents. Each year group will share with you the curriculum for the year and tell you about what the children will be learning. The first session will take place at 6pm and will be repeated again at 6.30pm. All year group talks will take place at the same time. You may choose which session time is suitable for you and if you have more than one child the repeated sessions will allow you to attend both talks if you wish. For parents of Reception classes the talks will primarily focus on the teaching of phonics, literacy and writing. Each talk will last approximately 25 minutes. It is not appropriate for children to attend this evening as the information is for parents.

If you would like to attend please arrive at the appropriate time and access the school via the pupil entrance gates. There will be a display board indicating in which room each year group talk will take place.

School orchestra

Our school orchestra invites new members to join this term. They rehearse on Tuesday mornings from 8.30am to 9.15am in the Community Room. All ages and standards are welcome, and members do not have to be having instrumental lessons at school. They cannot accommodate recorders, unfortunately, but all other instruments are welcome. The rehearsal dates for this term are Tuesday 18th September to Tuesday 4th December and the fees are £33 (11 rehearsals). If you would like your child to join the orchestra please pay via the school gateway ensuring that you tick the consent box also.

Newsom Place, Hatfield Road

We have been asked by residents of Newsom Place to remind you that the only right of way through the development is on the tarmac road, and all the other smaller paths are private land. Please keep to the main path if you use this route to and from school.

Asthma Inhalers

At the end of last term all asthma inhalers were sent home with the children for the summer holidays. If your child requires the use of an inhaler in school, please ensure that you have completed the necessary forms which can be obtained from the office and that the inhaler is in date and handed in with the completed paperwork.

Information about after school clubs and activities will follow shortly as will dates for the term.

Yours sincerely

Mrs J Goddard and Mrs G Stray

Co-Headteachers