



Alban City School
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9th November 2018

Dear Parents

The days are flying by at present with lots of activities planned in school over the next two weeks.

Thank you to everyone who supported the Christmas Fair by donating goods, helping out on the day or coming along. The PTA worked really hard to put on the event which raised approximately £4,100 a fantastic effort.

For those of you with children in Reception Class, we hope that you enjoyed the concert this week. It was so lovely to see the children perform with such confidence and enjoyment.

Crib Service

On Wednesday 12th December at 2pm we will be taking the children from Years 2, 3, 4, 5 and 6 to St Peters Church for a crib service. The service will last approximately half an hour and parents from Years 2 and 6 are welcome to join us although we may need some adults to stand during the service as seating is going to be at a premium. Some of the children from the year 2 classes will be participating by adding figures to the crib scene or doing readings. The church will have a retiring collection at the end of the service and any money collected will be used for the mission of the church and the charities they support. The children will return to school after the service and can be collected at the usual time.

If you do not wish your child to attend the service can you please let the class teacher know and we will arrange for them to be supervised in school in one of the younger classes.

Visit to the Pantomime

If we have not had payment and consent back from you about your child attending the performance of Cinderella on Thursday 13th December can you please ensure that we receive this immediately. We will be leaving school mid-morning and walking to the theatre, returning for a late lunch. Children may bring a carton or a small bottle of juice/water with them for the performance. Please do not send in any glass bottles or cans.

As lunch will be later on this day; for those children who have a school meal the cook will be serving a jacket potato lunch with a choice of fillings so there will not be the usual menu choices in the morning.

Icy playground

If we feel at any time that parts of the playground and/or equipment are too icy and therefore dangerous for the children to use we cone off or put barriers across the various areas. Please therefore do not let your children play in these areas before or after school.

Post boxes

For Christmas cards that the children send to each other there will be a post box available from Monday 17th December under the digital display screen in the pupil entrance area and another two upstairs in the shared areas. Before posting, please make sure that the envelope is marked with the first name, surname if appropriate and the class of the person you are sending to. Cards will be sorted and delivered during the school day.

Christmas Lunch

On Wednesday 19th December the children will be served a Christmas dinner at lunchtime. For those children who normally have school meals, dinner will be chosen in the same way as usual. If children normally have packed lunch but would like to have a school Christmas dinner on this day and are in Reception, Year 1 or Year 2, you do not need to do anything further apart from order the meal in the usual way on the morning on the 19th.

If your child is in Years 3, 4, 5 or 6 and normally has a packed lunch but would like to have a school Christmas dinner on this day please arrange to pay £2.40 onto their School Meal Account via School Gateway to cover the cost by Friday 14th December at the latest.

Heavy Snowfall/Severe Weather

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.

Yours sincerely

Mrs J Goddard and Mrs G Stray
Co-Headteachers