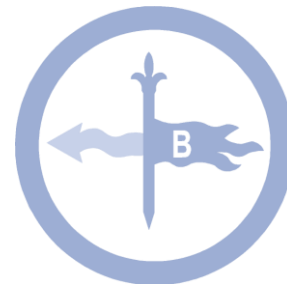


**Burwash CE Primary School**

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CARING CHILDREN LOVING LEARNING



September 2017  
 No. 1

Dear Parents/Carers

Welcome back! I hope that you all had a lovely relaxing break and that you were able to enjoy some sunshine. As always I apologise in advance for the length of this letter, but there is a huge amount of information that we need to provide at the start of each new academic year.

**Office**

The office is staffed between 8:45am and 3:45pm. A member of the office staff will be available during those hours to assist you.

**PE Kits**

Please ensure that your child always has their PE kit with them in school. As last year we intend to offer as many sessions as possible outside, as well as offering some Golden Time outside sport options and playtime field sessions. In light of this it would be very helpful if all children could bring in tracksuit bottoms (preferably navy or black) to wear once the weather gets colder. If your child wants to go on the field at playtime when the weather is wet, they will need a pair of old trainers in school please. Last year we did have issues with some children not having their PE kit and from this year we will be sending home reminder letters if children forget their kit. PE is an important part of the curriculum and it is vital that children are properly equipped to take part.

**Contact Details**

Attached to this letter is a 'Data Collection Sheet' for each individual child. These include basic details about your child and a list of contacts. It is vitally important that you check these details and amend any inaccuracies, as these form our emergency contact lists in the office. We suggest that, in addition to parents/carers, you include a couple of other people we can contact in an emergency. Please ensure that all sheets are signed and returned to the office as soon as possible, even if you have no amendments. Please do make sure that if you change mobile number, job etc during the year you inform the office.

Normally, when there are no complex attachments, newsletters are emailed direct via Parentmail. This is better for the environment and enables urgent notices to be issued easily by email or occasionally via text message. If you have access to email and have not already completed a Parentmail application, please collect a form from the leaflet dispensers at the end of each corridor and return the completed form to the office as soon as possible.

**Assemblies**

Please see the list of class assemblies below. For those of you new to the school, we hold a class assemblies from time to time on a Friday from 9.00am to about 9.25am in the school hall and you are most welcome to attend. Any classes not represented in term 1 will have a class assembly in term 2.

Could I ask that parents coming to sharing assembly give the children a few minutes to sort out their belongings in the corridors, before going to the hall to avoid too much congestion – thank you.

Dates are as follows:

22nd September 2017	Jupiter
29th September 2017	Venus
6th October 2017	Y5 assembly celebrating the children's visit to Mallydams
13th October 2016	Mars

**Year 5s**

Please note that there will be a meeting for Parents of Year 5s regarding the residential at Mallydams at 3.00pm on 14th September.

**Headteacher** Debbie Gilbert  
**Chair of Governors** Jan McKeever  
 East Sussex County Council



### School nurse service

If you wish to discuss any concerns with the school nursing service please be aware you can telephone 01424 728368 for support and advice.

### Medicines

If your child is well enough to attend school, but is still taking a **prescribed** medicine, our office staff are trained to administer them. However, they are only allowed to do so if a parent/carer brings the medicine to the office and signs the appropriate form. Please do not send your child in with medicine in their book bag. The office keeps a record of all those children who have an on-going condition that may require treatment; this list needs to be properly reviewed annually. Please complete the relevant section in the link for <https://goo.gl/forms/bt377N2K1ykuFGFY2> (even if this has been notified previously).

### Exterior Doors

For the children's safety, the doors to the playground are locked until 8.40am and are then relocked once children come in at 8.50am. If you are in school for some reason and the doors are locked, please do not unlock them to exit but go through the front office entrance instead. If you are late to school, please go straight to the office and ensure that your child is signed in and orders their lunch.

### Using our Environment

During the school year classes frequently visit the village, the church or the surrounding fields. We always do a risk assessment for such visits and ensure we have the correct adult/child ratio. However, seeking permission for every such visit takes a lot of time and effort. Therefore we ask that you sign one slip that covers all such trips. Anything outside Burwash would require separate permission. Please could you complete the relevant section in the link for permissions <https://goo.gl/forms/bt377N2K1ykuFGFY2>

### Photo Permission

Occasionally we are visited by representatives from local newspapers to record special events in the school. Please note that children without consent will be assumed to be withdrawn. New consent forms are required for all children yearly. One newspaper has already booked to photograph Reception children, so please complete the relevant section of the permissions form <https://goo.gl/forms/bt377N2K1ykuFGFY2>

### Key Stage 2 - Films

Please could parents also complete the relevant section on the form for permissions <https://goo.gl/forms/bt377N2K1ykuFGFY2> giving permission for their child to watch the occasional PG Certificate film, if these are chosen by their class teachers.

### Parents' Consultation Evenings

Dates for these are included in the diary below. Most classes are very full this year, which puts a lot of pressure on slots at Parents' Evenings. Please could I make a plea that separated parents attend at the same time if at all possible, rather than make separate appointments. However, we do realise that for some families this will not be possible.

### Clubs

Clubs will start week beginning 19th September 2016 and run until Friday 1st December (outdoor clubs may end earlier depending on weather conditions). There will not be **any** teacher run clubs in parent consultation week. We will continue attempting to run clubs if we possibly can but if we are unable to for any reason you will be parentmailed and may receive a text if notice is short. Please collect children promptly and ensure the teacher running the club or the office is informed if your child is unable to attend. Children are to be collected from the front office at the end of all clubs You can use the link <https://goo.gl/forms/pMZJ58vnZMwh4gVU2>

### Playtime toys

We are very happy for children to bring in small toys to play with at Playtime. However these should be pocket sized. Last year we found that the toys seemed to be increasing in size, making them tricky to store. Thank you.

Name of Club	Staff	Day & Time	Year Group	Additional Information
Netball	Mrs Ricca Mrs Richmond	Thursday 3.30-4.30pm	Y3-6	Trainers and PE kit required. Tracksuits if cold.
Newspaper Club	Mrs Baker	Wednesday Lunchtime 12.30	Y5-6	Max 10
Mindfulness- calm, thoughtful and meditative activities	Mrs Savage	Tuesday 3:30-4:30pm	Y3-6 Max 20	Max 15 Children need comfortable clothing eg. Leggings/tracksuits
Film club	Mrs Hopkins	Tuesday 3.30-4.30pm	Y2-6 Max 25	Please be aware that PG films are sometimes shown at this club. Children may bring a snack to enjoy at the club if they wish to.
Nature/Mud kitchen	Miss Jones	Thursday 3:30-4:30pm	Y1-2	Max 15 Children need old clothes and wellies

Football	Mr Blackler Mr Sharp	Thursday 3.30-4.30pm	Y4-6	Run on MUGA- trainers & tracksuit bottoms if very cold.
Gardening	Miss Willis Mrs Baitup	Thursday 3.30-4.30pm	Y3-6	Wellies needed and coats. Max 10
Card making club for special occasions	Mrs McDonagh	Thursday lunchtime	All year groups	This will be a drop in opportunity for children to come and make a card with Mrs McDonagh for a special occasion. There is no requirement to sign up for this

I do hope that your child enjoys a happy and successful year with us.

Yours sincerely



Debbie Gilbert  
Headteacher

<b>Dates for Terms 1 and 2</b>	
<b>14<sup>th</sup> September</b>	<b>Mallydams meeting Y5 3PM</b>
<b>18<sup>th</sup> September</b>	<b>Clubs start</b>
<b>20<sup>th</sup> September</b>	<b>Cross Country at Burwash – details to follow</b>
<b>22<sup>nd</sup> September</b>	<b>Jupiter class assembly</b>
<b>27<sup>th</sup>-29<sup>th</sup> September</b>	<b>Mallydams Residential for Year 5</b>
<b>29<sup>th</sup> September</b>	<b>Venus class assembly</b>
<b>2<sup>nd</sup> October</b>	<b>Harvest Service at St Bartholomew's, 9.15am. All welcome</b>
<b>6<sup>th</sup> October</b>	<b>Mallydams sharing assembly</b>
<b>13<sup>th</sup> October</b>	<b>Mars Sharing Assembly</b>
<b>w/b 23<sup>rd</sup> October</b>	<b>Autumn break</b>
<b>30<sup>th</sup> October</b>	<b>Term 2 starts</b>
<b>w/b 7<sup>th</sup> November and w/b 13<sup>th</sup> November</b>	<b>NO CLUBS</b>
<b>7<sup>th</sup> November</b>	<b>5.30-8.00pm Parent Consultations</b>
<b>16<sup>th</sup> November</b>	<b>4.00-6.30pm Parent Consultations</b>
<b>13<sup>th</sup> December</b>	<b>Carol Service in St Bartholomew's, 6.00pm</b>
<b>14<sup>th</sup> December</b>	<b>FS/KS1 Nativity 2:00-3:00pm</b>
<b>15<sup>th</sup> December</b>	<b>FS/KS1 Nativity 2:00-3:00pm</b>
<b>19<sup>th</sup> December</b>	<b>Christmas parties</b>
<b>20<sup>th</sup> December</b>	<b>Last day of term 2</b>

We intend to print the dates for the term with each Newsletter; please note that this chart will be updated as new events are planned with new events appearing in **BOLD** text.

.....  
**Clubs**

Name of child:

Year Group:

Please enrol my child for the following club/s:

Netball	Newspaper	Mindfulness	Film	Nature/ Mud kitchen	Football	Gardening

Please tick the relevant clubs referring to year group eligibility on the list above.

Signed:

.....

Parent/Carer

Date:.....

(Please return this form to your child's classroom and not the office. Places will be allocated on a first come/first served basis.)

**Permission Form for Local Visits – 2017-2018**

Name of Child:

.....

I give permission for the above child to go on occasional visits around Burwash during the academic year 2017-2018.

Signed:

.....

Parent / Carer

.....

**Photography – 2017-2018**

Name of Child:

.....

I give permission for the use of my child's image (2017-2018)

I would prefer that my child's image was not used in any publicity

Signed:

.....

Parent / Carer

.....

**Medical Information – 2017-2018**

Name of Child:

.....

My child has the following on-going medical condition (please keep us updated of any changes):

.....

.....

Signed:

.....

Parent / Carer

.....

**KS2 PG Film Permission – 2017-2018  
(Years 3, 4, 5 & 6 Only)**

Name of Child:

.....

I give permission for the above child to view a PG Film if selected by their class teacher during the academic year 2017-2018.

Signed:

.....

Parent / Carer

**I give permission for the above child to take part in Forest School. Details will be given to you prior to the course – 2017-2018**

Name of Child:

.....

Signed:

.....

Parent / Carer