



**CANON POPHAM CHURCH OF ENGLAND (VA)  
PRIMARY AND NURSERY SCHOOL**

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**Headteacher: Mrs. A. Navas**  
**Chair of Governors: Mr. D. Milnes**

Monday 8<sup>th</sup> January 2018

Dear Parents/ Carers ,

Happy New Year to everyone. We hope you had a lovely Christmas break and we look forward to a busy and productive Spring term ahead.

#### Building work in school

We are very fortunate to have work starting this week on improvements to the Year 4 classroom. Builders are in school and working to remove the pillar in this classroom to maximise on the size of the room and improve the working area. In addition, new ceilings and lighting are being added to ensure that the learning environment for the children is of the highest quality.

Following this work, the builders will continue by undertaking improvements to the Year 3 classroom. This requires knocking out internal walls and making some changes to the Key Stage 2 shared area in order that we can improve the size of the Year 3 classroom and make it a better learning environment for the children.

Whilst the building work is going on, the Year 4 class will be taught in the hall, following the same timetable that they would normally have followed in their classroom. Once the work in the Year 4 class is complete, they will move back into their new and improved classroom and the Year 3 class will move out into the hall, whilst their room is being completed.

We expect that this work will be completed by the end of February. We have planned to ensure that disruption to the school is kept to the absolute minimum and that lessons will continue as normal. However, because of the availability of the builders, the nature and length of the 2 jobs and the availability of the finance for this project, it was not possible to secure this work to take place exclusively during a holiday period. We are grateful to Steve Beck and the church who have offered us the use of their facilities as well over this period. This will allow us the flexibility to ensure that the school and lessons continue to run smoothly. We expect that the long -term gain from the improved learning environments for both classes will be well worth it! We will look forward to showing parents and carers our new and improved classrooms and most especially look forward to the children having fantastic new learning spaces that they can be proud of.

#### Uniform reminders

Can we please remind parents and carers that the children should all be wearing their winter uniforms. For Key Stage 2 this includes a shirt and tie and not a polo shirt. In addition, black school shoes and not trainers should be worn. We would also like to remind you that the large, colourful hair bows that are fashionable at the moment should not be worn to school. Jewelry is not permitted and we would prefer that ear rings were not worn but if absolutely necessary they should be of the small stud type only.

## Outdoor Coats

Whilst the weather is cold, children will still be going outside for playtimes and their Daily Mile exercise. It is therefore important that everyone has a warm coat at school every day. Could you please ensure that other items such as hats, scarves and gloves are named to ensure that lost property gets back to the correct owner.

## Reading at home.

Regular home reading is vital. The better children can read, the easier their learning becomes. Please can we appeal to all parents and carers to ensure that your children read at least 20 times per month at home. In addition, please ensure that every time your child reads, this is recorded in their reading record book as a log of their reading. It helps us to monitor children's reading experiences and for home and school to communicate more effectively regarding how children are getting on with their reading.

## School attendance.

Can we please remind all parents and carers that holidays in term time can only be permitted under exceptional circumstances. Children need to be in school as much as possible for them to learn in the most effective way. The national average for attendance is 97% over the year and this is what we aim for with all pupils. Of course, where children are genuinely ill, we ask that they do not attend school, particularly if they have a vomiting bug as this can spread quickly to other pupils and staff. However, for minor ailments such as colds children should continue to attend school as normal.

In line with local authority guidelines and with the other schools in the area, where unauthorized holidays are taken, parents will be issued with a fixed penalty fine. This currently stands at £60 per parent, per child. The money from the fine DOES NOT come to the school.

Please support us in ensuring that holidays remain as much as possible within the school holiday period and that doctors and dentist appointments are also taken outside of school time. Where this is not possible, children should attend school and get their mark before going for a medical appointment and should return to school as soon as possible after the appointment to ensure that they maintain a high level of attendance.

## And finally...

If you have any comments, queries or concerns please feel welcome to come into school and talk to us about them. The Parent Voice face book page is a useful way of ensuring that you can make your views known to governors, who monitor this daily but where you have a concern or question about what is happening in school or your child's learning and progress, this is best addressed by speaking to your child's teacher or making an appointment to speak with the head teacher. We are happy to help so please feel welcome to come and speak to us!

We look forward to a very happy and successful 2018 in school and thank you for your continued support.

Mrs Navas