

Melbourne Infant School



Headteacher: Mrs C Gibbs B.Ed, (Hons)

Dear Parents/Carers

4 September 2018

I hope you all had an enjoyable summer and that you are looking forward to the terms ahead. We want to extend a warm welcome back to all our returning children and a warm welcome to our new pupils. We have an exciting year ahead planned at Melbourne Infant School and we are all very pleased that you will be with us on this journey.

We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognise that in order to be successful in school our children need support from both home and school. We know a strong partnership with you will make a great difference in your child's education. We ask that you guide and support your child's learning by ensuring he/she:

- attends school daily and arrives on time, ready for the days learning experience;
- reads daily to develop a love for reading and to improve literacy skills;
- has a go at any homework from the homework menu;
- shares school experiences with you and talks about their favourite part of the day.

The wonderful Melbourne Infant School staff and I feel privileged to be a part of this school family and we thank you in anticipation of your support in the coming year.

School Improvement

After analysis of the previous years data, the school will be focusing on the following 3 key areas during 2018/2019 to further improve our outcomes.

- to diminish the difference in attainment of girls & boys in reading and writing;
- to increase the opportunity of the use of the outdoor;
- target children working just below age related expectations to improve their attainment.

Start of the School Day

Please ensure your child arrives in school by 8.45 am where they will be greeted by the class teacher at the external classroom door. Classroom doors will be closed at 8.55 am – late arrivals will need to sign in at the main entrance. During this 10 minutes, the children will have academic activities on their tables to support their learning for that week. This is also a key socialising time for the children. After which the children will go to “Wake & Shake” and parents are welcome to join us. Please see the notice on the main entrance door stating which class parents can attend for that week.

Class Organisation

Reception

Mrs S McDonald/Mrs E Martin	Zebra
Mr J Simpson	Penguin

Reception/Year 1

Mrs V Howell	Koala
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Year 1

Mrs L Fletcher	Tiger
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Year 1/Year 2

Miss S Taylor/Mrs D Carminke	Squirrel
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Year 2

Miss P Finley	Toucan
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Year 2

Mrs A Summers/Mrs C Reed	Chipmunk
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Teaching Assistants

Mrs J Polovina, Mrs H Newton, Mrs J Danby, Mrs S Walker, Mrs J Smith, Mrs J Lakin, Mrs R Driver, Mrs C Maguire, Mrs A Dolphin, Mrs K Whittingham. Mrs J Turnbull.

Classroom Helpers

Thank you to those parents who helped in school last year. All parents who helped in the last academic year and wish to continue this year will need to speak to the new class teacher to agree a mutually convenient day and to the office staff regarding the DBS information. You will also be required to read and sign the confidentiality and child protection statements within school. I would ask that if you feel able to assist us during 2018/19, please speak with your class teacher in the first instance.

Reception Q&A

A meeting has been arranged for all Reception parents to attend on Wednesday 12th September 2.30 pm. Please come to the main entrance to sign in for this meeting. The purpose of the meeting is to give parents the opportunity to ask questions regarding your child's education/procedures. After the children have been dismissed on this day, parents will have the opportunity to go into their child's class to have a look around their classroom.

Open Classrooms (all years)

Monday 10 September – Squirrel, Toucan & Chipmunk

Tuesday 11 September – Tiger & Koala (Year 1)

Wednesday 12 September – Zebra, Koala (Reception) & Penguin

Come along for a Q&A session with your child's class teacher. Afterwards you will have the opportunity to look around the classroom. Pupils are welcome. Please do not enter the classrooms until the teacher has safely dismissed all the children in the class.

Universal Free School Meals

For any change to your child's school meal provision, please speak to the office staff.

Fruit/Water

As many of you will be aware, research suggests that brain functions can be significantly improved by increased intake of fruit and water. Parents are requested therefore to encourage their child on a daily basis to bring a bottle of water, preferably in a bottle with a sports cap (approx 50p from local supermarkets), which will be kept with them in the classroom during the day and a small amount of cut-up fresh fruit or raw vegetable (not bars or processed products please – NO NUTS) which the children will be allowed to eat at morning break. Please name both containers. The school is also part of the National Free Fruit for Schools Scheme and your child will be offered a piece of fresh fruit each day. This is eaten during the afternoon sessions.

Star Student Assemblies

We would like to invite all parents to join in with our Star Student Assemblies to be held each Friday morning in the school hall from 9.05 to 9.25 pm. Each week certificates will be given to the children from specific classes which will be for a range of reasons chosen by the class teachers. We will also be celebrating children's birthdays for the week during the assembly. If you would like to come along you are more than welcome to join us. However, please arrive promptly as you may be denied access once the assembly has started. A list of assembly dates is attached.

Weekly Newsletter (Email)

Each Friday an email will be sent to all parents providing information regarding current events and activities and important dates. If you have not yet provided the school office with an email address, please speak to the office staff ASAP. If you do not receive an email on a Friday, please also speak to the office staff as you will be missing important information. The first email will be sent on Friday 7 September.

Text Messaging

A trial text will be sent on Friday 7 September to check all contact numbers. Please speak to the office staff if you do not receive a message.

I do realise that in this letter there is a great deal of information and a related amount of work for you to do in terms of responding to the various requests. I do hope however, that you will appreciate the necessity at the beginning of a new school year and would like to thank you in anticipation of your help.

Yours sincerely

C Gibbs (Mrs)
Headteacher