



## Autumn Term Welcome Back- Newsletter 1

### 4th September 2018

Dear Parents & Carers,

I hope that you are all well rested after the summer break and have been able to enjoy the beautiful weather. The break has been a busy one in school with the continuation of the refurbishment programme being successfully completed and all of the junior children now comfortably accommodated in first floor classrooms. Unfortunately we encountered an unexpected premises issue when a burst pipe in the hall block caused extensive damage leaving us without a hall for the start of term. Works are underway to rectify the damage and reinstate the hall and in the meantime the timetable and club arrangements have been modified temporarily. Please see reminders below that were sent out in the end of summer term newsletters for club arrangements, contact details, uniform etc.

*Mrs Dear*

#### **Staff News**

New staff have been busy settling in during our staff training days ready for the arrival of the children tomorrow. Unfortunately Mr Power will not be able to return to us for the start of term as he is still unwell. We have been very lucky to secure an experienced teacher, Mr Mansell, to cover Mr Power's duties in his absence.

Updated staff list for September as follows:

Nursery : Mrs Davis, Mrs Gabrel, Mrs Kempner, Mrs Sattar

Reception: Miss Doig, Mrs Newby

Year 1: Mrs Hamid, Mrs Dobinson

Year 2: Mrs Stanley, Mrs Demetriou, Miss Larr, Miss Nawaz

Year 3: Miss Fox, Mrs Mooney

Year 4: Miss Daltrey, Mrs Bowman

Year 5: Mrs Jurkiw, Mrs Ortiz

Year 6: Mrs Sutcliffe, Mrs Sydenham

#### **REMINDERS**

#### **Clubs 2018-19**

The clubs for the new academic year are now at full capacity (including Early Risers and After School Club) and there are no available places at the moment. The portal will open again during the Christmas and Easter breaks when you will be able to check for availability. If you are waiting for a club place please make a diary note to check the portal again when it opens. The office staff will not be able to make bookings on your

behalf. Please note that you do not need to rebook clubs that you have already confirmed. Unless you remove your child from a club during the time the portal is open they will remain in that club until July 2019. Please make sure that you email [clubs@daiglenschool.co.uk](mailto:clubs@daiglenschool.co.uk) only with any club requests.

**Attendance at clubs:** All children booked in to clubs are expected to attend on a regular basis and should your child miss two sessions in a row (except in the case of illness) the teacher in charge of that club will notify you and they will be removed from the register. All requests for wait list places are forwarded to the relevant teacher and if a place does become available the teacher in charge will offer it to the next child on the list.

**Early Risers:** Children should be brought to Early Risers (ER) between 8.00am and 8.10am via the back gate. Registers will close at 8.10am and after that time children will not be admitted until 8.30am.

**Pick up from all after school activity and After School Club:** All activity clubs and first session After School Club finish at 4.30pm and pick up is via the back gate. In the interests of safe guarding children cannot be collected early so if your child has an appointment that involves a pick up before 4.30pm then you will need to collect at normal dismissal time. Children in second session ASC should be collected via the front door at any time from 4.30pm – 5.30pm.

**Snacks:** Snacks are not served in any of the first session clubs, including After School Club (ASC) – Sandwiches and fruit are available in second session ASC only. **N.B. Snacks sent in from home are not permitted**

**Cancellation of Clubs:** Regrettably it may be necessary on occasion to cancel a club due to unforeseen circumstances. We will endeavour to give parents as much notice as possible. Notification will be via the notice board on the portal so please ensure that you have access to SchoolBase and the school APP.

**Uncollected Children:** If your child is not collected at the end of the school day (3.40pm) and if they are not booked in to a club the office will, in the first instance, ring your nominated contacts. If we are unable to contact anyone we will ensure that your child is cared for in ASC. Due to increased staffing for this a charge will be made for each session.

### ***Absence Reporting***

Please report all absences directly to your child's form tutor before 8.30am using their individual school e mails as follows and copying in [admin@daiglenschool.co.uk](mailto:admin@daiglenschool.co.uk) to all absence correspondence.

Nursery: [jdavis@daiglenschool.co.uk](mailto:jdavis@daiglenschool.co.uk)

Reception: [idoig@daiglenschool.co.uk](mailto:idoig@daiglenschool.co.uk)

Year 1: [shamid@daiglenschool.co.uk](mailto:shamid@daiglenschool.co.uk)

Year 2: [ldemetriou@daiglenschool.co.uk](mailto:ldemetriou@daiglenschool.co.uk) & [sstanley@daiglenschool.co.uk](mailto:sstanley@daiglenschool.co.uk)

Year 3: [lfox@daiglenschool.co.uk](mailto:lfox@daiglenschool.co.uk)

Year 4: [sdaltrey@daiglenschool.co.uk](mailto:sdaltrey@daiglenschool.co.uk)

Year 5: [jjurkiw@daiglenschool.co.uk](mailto:jjurkiw@daiglenschool.co.uk)

Year 6: [rsutcliffe@daiglenschool.co.uk](mailto:rsutcliffe@daiglenschool.co.uk)

## ***Uniform***

All children (other than new starters) should continue to wear full summer uniform as specified on the JLP website.

Summer dresses should be worn with socks and not tights and shorts and socks are for all boys with the exception of Year 6 who may chose to remain in long trousers.

## ***Communication and School Base App***

If you haven't done so already, downloading the SchoolBase APP to your mobile devices will give you more instant access to an information notice board where we will post alerts about important news. In order to install the APP, simply search SchoolBase in the APP store and use the following login details for our school

**School ID Code** - 7381

**Domain name** - Daiglen

**Username and password** - as for online log in

**After School Club Contact Number** – If you need to contact the after school club staff after office hours (4pm) the number to call is 07944 498401

## ***Diary Dates***

Please check the portal and website calendar for full list of dates. Meet the teacher dates were sent out in the class end of term letters and can also be found on the calendar.