



Dear Parents/Carers

### **First newsletter of the new school year**

We are now into our second week of the new school year and I just wanted to officially say “Welcome back” to everyone. I would like to extend a warm welcome especially to those parents of pupils who have just joined us at Eastlea – of which there are quite a few this September. I hope your child is settling in well in their new class and that you feel happy with how things are going. With the retirement of Mrs Lambert in July there have been several changes in staff roles and responsibilities for this term. Mrs Lister and Mrs Coleby are taking on the role of the new deputy heads and we wish Mrs Coleby a speedy recovery from her recent hospital treatment.

### **School uniform**

The children all looked fantastic on their return to school – with black shoes, school sweatshirts/cardigans, white shirts, book bags etc. Thank you for your support in helping them to look so smart and tidy in their Eastlea uniform. By now you should be aware on which days PE kit will be required in school for your child. If you have any queries about this, then please see your child’s teacher.

Thanks also for your response to our request to ensure that earrings are not worn in school. Almost every family has followed our advice and any newly pierced ears were done at the start of the summer holiday. Please remember that your child is not allowed to wear any jewellery in school including earrings. It is also important to ensure that your child’s hair is tied back as this helps to avoid problems which can occur when hair is left loose.

We have had a few instances of nail varnish being worn since the children returned – this is not acceptable for school. We have some nail polish remover and this will be used to remove any nail varnish if someone forgets to take it off at home.

### **Attendance/Time of arrival at school**

We are continuing our quest for good attendance and punctuality. The class attendance champion’s trophy and punctuality plaque will be awarded each week! Year 1 achieved 100% attendance for the first week of term which we were delighted about and they were the first to be presented with the attendance champion’s trophy this morning – well done! We had a few children late last week but hope that these teething problems for punctuality can be sorted out quickly.

We love the children to be keen to come to school and arrive on time, but can we also remind you that **children from Nursery to Year 4 should be supervised whilst on the school premises by parents/carers while they are waiting for the doors to open.** Children are encouraged to wait sensibly and calmly for the doors to open at 8.50am. This especially applies to pupils who perhaps cycle or walk to school ‘ahead’ of their parents!!

### **Outdoor equipment in Early Years and storage containers**

For the benefit of parents who are new to the school can I also ask that you continue to help us with looking after our outdoor Early Years equipment by making sure that it is **not** used by younger children when you come to pick up children from other classes at the end of the school day. As we have mentioned before, we realise it is tempting for younger brothers and sisters to climb on the climbing ‘castle’/slides etc or play on the bikes/tyres etc but we are not insured for them to use the resources and therefore this equipment is ‘out of bounds’ for all children (including school children) after 3pm and before school starts. Children should also not be accessing the storage containers on the yard as this is clearly a potential danger especially when unsupervised. Thank you for your support with this.

### **School Lunches**

Our new Reception class made a super start to managing the school lunch system last week. As expected lots of parents of pupils in Reception, Year 1 and Year 2 have taken advantage of the FREE meals available for all children thanks to the ‘Universal’ offer introduced by the government this month.

For children in the other classes, paid meals are charged at £2.20 per day and Mrs Clarke (our new admin assistant in the office) is now in charge of coordinating the collection of dinner money. If parents are in receipt of benefits and are entitled to ‘Free School Meals’ as in previous years it is important that these are applied for in the usual way so that Eastlea receives the funding to which we are entitled.

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As is always the case at the start of September, this is a ‘bumper’ newsletter with two other documents attached which need to be returned by everyone...and six to be returned for Reception and for pupils new to Eastlea!). Rocket points are on offer for your child for a prompt response!!

This is the 'privacy statement' from the Local Authority to explain the data/information that we are asked to collect – see below

### **Northumberland Local Authority Privacy Notice - Data Protection Act 1998**

We **Eastlea Primary School** are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

***We will not give information about you to anyone without your consent unless the law and our policies allow us to.***

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education. If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www.northumberland.gov.uk/default.aspx?page=10584> or

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

### **1. Medical information [for everyone]**

If your child has a medical condition it is vital that you complete the attached medical information sheet – even if you feel that we 'already know' about the issue. So many changes can occur with medical information that we need an annual update.

### **2. Permission for school visits [for everyone]**

The national curriculum is changing this year, but our aim at Eastlea is still to provide as broad and exciting an experience as possible for your children. School visits remain an important part of this – and we will still go 'out and about' as much as we possibly can as part of our curriculum, as well as taking part in sports events and links with other schools etc. To help to reduce the number of times we need you to complete permission slips for every individual visit we have attached a consent form which will be used to grant permission for all school visits for this year for which no cost/voluntary contribution is required.

**If you grant permission for your child to take part in school visits we will continue to inform you when a visit is due to take place and provide you with the usual letter so that you know where your child is going, what they need and any special arrangements for the day – it will just remove the need for you to send a permission slip back to us.** Separate permission slips will still be required for residential visits and for class educational visits for which payment is required.

### **Food tasting [for everyone]**

There are also times when teachers provide opportunities for children to try different foods as part of their class work – for example in relation to their context planning work. As always Eastlea follows the usual food hygiene requirements when doing work of this nature. **If you give permission for your child to taste food as part of their school work this year, this will save the need for separate letters/permission slips during the year.** We will take notice of any allergies which you alert us to and be sensitive to requests if there are certain foods which you do not wish your child to taste for religious or cultural reasons. **If your child has a new diagnosis of a food allergy or medical condition during the year it is very important that you let us know.**

### **3. Information sheet/contact form**

As always it is important at the beginning of the new school year to ensure that we have the correct and most up-to-date contact information for your child. **For all children new to Eastlea a copy of the information sheet is attached and we would request a speedy return of these documents.** The contact names/telephone numbers/address details from last year will continue to be used for current pupils. I cannot emphasise strongly enough how important it is for us to have accurate contact information, so **please make sure you inform us if there are any changes to the address/phone number/contact names which we currently have in school.** If the numbers we have are incorrect and we need to contact you in an emergency then this can cause added anxiety for your child as well as the staff trying to deal with the situation.

#### 4. Photographs

Another attachment with this newsletter for new pupils is a consent form linked to taking photographs of children in school or for use in newspaper articles and on websites. Please complete and return the attached permission slip to your child's class teacher. Consent forms for other pupils have been retained and we will follow the permissions you indicated last year unless you inform us otherwise. Thank you!

#### 5. ICT Agreement / 6. Nortle Code of Practice

If your child is in Reception or is new to Eastlea then the final attachments relate to ICT. The ICT agreement needs to be discussed with your child, signed and returned in order for them to have access to the school network/internet for ICT work in school. The Nortle code of practice should be retained and the permission slip returned to school.

#### Events planned for this half term

Here is an outline showing the things which are already organised for the first half of the autumn term at Eastlea.

What's on	When and who?
New intake pupils start in Nursery	Monday 8 <sup>th</sup> or Wednesday 10 <sup>th</sup> September
Before school Street Dance club	Thursday mornings from 8am from 11 <sup>th</sup> September (Years 3, 4, 5 and 6)
Lunchtime running club	Thursday lunchtimes from 11 <sup>th</sup> September (Year 4, Year 5 and Year 6)
Lunchtime 'Professional football coaching'	Tuesday lunchtimes from 16 <sup>th</sup> September for 6 sessions (Years 3, 4, 5 and 6)
Sure Start: "Toddle Time" for parents and children aged 9 months to 2 years	Wednesdays from 17 <sup>th</sup> September 9.15am – 10.45am contact Cramlington East Children's Centre for more information [01670 739528]
Anti-bullying workshop	Thursday 18 <sup>th</sup> September (Year 6)
Sure Start: "Basic Cooking Skills"parents course	6 week course starting on Thursday 18 <sup>th</sup> September – contact Cramlington East Children's Centre for more information [01670 739528]
Fiddles tuition with Miss Bain and music lessons with Mrs Smith	Wednesday afternoons from 24 <sup>th</sup> September (Year 3, Year 4, Year 5 and Year 6 on a rota basis)
After school 'Eastlea Singing club'	Starts Wednesday 24 <sup>th</sup> September 3.15pm – 4.15pm (Years 3, 4, 5 and 6)
EWO challenge week "100% and never late"	w/b 29 <sup>th</sup> September for the whole school
Sure Start: "Keeping up with the Kids Maths" course for parents of Nursery children	8 week course starting on Tuesday 30 <sup>th</sup> September – contact Cramlington East Children's Centre for more information [01670 739528]
<b>Individual and family photographs</b> by H. Tempest	<b>Wednesday 1<sup>st</sup> October</b> (morning) [more details will be sent nearer the time]
<b>Launch of this year's Reading Challenge</b>	<b>Friday 3<sup>rd</sup> October</b> [more details will be sent nearer the time]
<b>Harvest festival and fundraising welly walk</b>	<b>Monday 6<sup>th</sup> October 2pm in St Nicholas' Church</b> [more details will be sent nearer the time]
Evening visit to the arena for Disney on Ice	Thursday 9 <sup>th</sup> October for children in KS2 and families [a separate letter will be sent out about this]
Hula Hooping workshops	Friday 10 <sup>th</sup> October (Reception to Year 4...and maybe Y5/Y6?)
Basketball coaching	Tuesdays in PE lessons for 5 weeks from 30 <sup>th</sup> September (Year 5)
Autumn Term Full Governing Body meeting	Wednesday 22 <sup>nd</sup> October from 4pm
<b>Golden Day</b>	<b>Thursday 23<sup>rd</sup> October</b> (all pupils who have followed our behaviour policy)
Pupils break up for the half term holiday	Thursday 23 <sup>rd</sup> October

<b>School closed for staff training day</b>	<b>Friday 24<sup>th</sup> October</b>
School reopens after the half term holiday	Monday 3 <sup>rd</sup> November
<b>Plus, advance notice...Parents Evening</b>	<b>Thursday 6<sup>th</sup> November (2.30 – 6.30pm)</b> Look out for more details nearer the time [Nursery parents appointments will be at lunchtime on Tuesday 4 <sup>th</sup> and Wednesday 5 <sup>th</sup> November]

### Holidays

As you may remember, national guidelines changed as from September 2013 which means that leave of absence for holidays taken during term time can only be granted by head teachers in exceptional circumstances. Further guidelines have been issued by the Educational Welfare Service and the 'leave of absence' form is being amended to reflect the updated requirements. It is vital that we know in advance if your child is not going to be in school so a leave of absence form should be completed in the usual way. **Failure to notify school will mean that holidays are automatically unauthorised.** There is space on the form to indicate why the absence may be deemed an 'exceptional circumstance' and each case will be considered individually.

If I receive any further information on any subsequent changes I will keep you informed but thank you for your continued support in this matter.

**A reminder of the holiday dates for this school year is included below for your reference:**

<b><u>HOLIDAY OR OCCASION OF CLOSURE</u></b>	<b><u>DATE ON WHICH SCHOOL WILL CLOSE</u></b>	<b><u>DATE ON WHICH SCHOOL WILL REASSEMBLE</u></b>
October 2013 <b>Staff training Day</b>	Thursday 23 October 2014 <b>FRIDAY 24<sup>TH</sup> NOVEMBER 2014</b>	Monday 3 November 2014
Christmas/New Year 2013/2014	Friday 19 December 2014 <b>MONDAY 5<sup>TH</sup> JANUARY 2015</b>	Tuesday 6 January 2015
Spring Mid-Term 2014	Friday 13 February 2015	Monday 23 February 2015
Easter 2014	Friday 27 March 2015	Monday 13 April 2015
<b>May Day</b>	<b>Monday 4 May 2015</b>	
Summer Mid-Term 2014	Friday 22 May 2015	Monday 1 June 2015
<b>Staff training Day</b>	<b>FRIDAY 19 JUNE 2015</b>	
Summer 2014	Friday 17 July 2015	Wednesday 2 September 2015

### Let's Grow Morrisons Vouchers

Finally, if you or anyone you know shops at Morrisons, please note that we will be once again collecting the 'Let's Grow' vouchers in school. The more vouchers we collect the more seeds, plants and gardening/cooking equipment we can get for Eastlea. Our collection box will be arriving this week and will be kept in the school library.

Yours sincerely

**E Beeston**

Miss E Beeston, Head Teacher

***N.B. the attachments to return include...(if any are missing please ask at the school office)***

- 1. Medical information
- 2. Permission for school visits and food tasting

*Plus...for Reception and new pupils*

- 3. Information sheet/Contact form
- 4. Photograph consent form
- 5. ICT agreement
- 6. Nortle code of practice