

May 2018

MALVERN WAY INFANT & NURSERY SCHOOL

The Messenger

Summer Term

The Messenger ~ an information letter from the school office.

Reporting Absence

Absences should be reported as soon as possible on the first day by calling 01923 773430 option 1

OR

by e-mailing Mrs Mackie @ absence@malvernway.herts.sch.uk

It is extremely important when you report an absence to be explicit with the reason. Reasons such as "Poorly", "Unwell" or "Sick" do not enable us to monitor trends within the school.

*Please be aware that we have pupils in our school with reduced immunity. It is **vital** that their parents are well informed of which illnesses are affecting our school.*

Our preferred method of communication is via e-mail to absence@malvernway.herts.sch.uk

If you are collecting your child early for an appointment for an ongoing condition/emergency appointment, please inform the school office in advance and your class TA on the morning of the appointment. Children should not be collected/returned during the lunchtime period. If your child is coming in late to school due to an appointment, please let us know their lunch choice by 9.30am so that we can inform the kitchen.

If you need to administer medication to your child during the school day, please also avoid the lunchtime period (**Reception 11:45~1.00**
Year 1 & Year 2 12.15~1.30).

We have received a staggering number of requests for time off for family holidays in the last couple of weeks.

A total of 139 school sessions have been missed in May due to holiday absences.

May we remind you that requests should be received with a minimum of 2 weeks notice. If you are asking for leave to attend a wedding, please provide us with a copy of the invitation. If you are taking your child out of school on unauthorised leave, no school work will be provided to cover this period.

Reminders:

Please do not put smoothies or yoghurt drinks (e.g Actimel) in packed lunches, water is provided.

Childminders should be included in your emergency contacts list that is held at the school office. We have found on several occasions that the office are not aware of childminding arrangements and this has caused confusion if children are not collected on time. Please check with the office if you think your details may need updating.

It is really useful if school dates for your diary, Newsletters and Messenger communications are shared with childminders and extended family who may drop off or collect from school so that everyone is aware of what is happening around the school.

Please take some time to look at the school website, there is lots of useful information on the site <http://malvernway.herts.sch.uk/>



It's the time of year for hayfever and summer colds. Donations of boxes of tissues would be greatly appreciated for those children who are suffering runny noses!

May we say a huge Thank You to all of you who are paying for school trips/milk etc. via ParentMail. We are well on the way to being a cashless office and it has reduced the amount of time spent on administration enormously.



May we remind you that if you do need to pay by cash, the old £1 coins, £5 and £10 notes cannot be accepted.



Now the better weather seems to be creeping up on us, please can you ensure that your child comes to school every day with a named sun hat, water bottle and long lasting sun cream applied at home when necessary. Legionnaire hats are available to buy online through Mapac our uniform supplier. There are plenty of shady areas around the playground that the children are encouraged to use when it gets really hot.



The amount of un-named lost property we find around the school is still increasing. Please ensure that all items including shoes/trainers/wellies, PE kits, hats etc. are named. Help raise some money for the school (and save yourself some) by purchasing some labels from one of these companies and choosing the fundraising option at checkout:



www.easy2name.com



<https://stamptastic.co.uk/>

From Mr Norcott & Mr Simmons:

'If you see myself or Mr Simmons around the school and you have noticed anything that requires our attention or could be improved, please come and let us know.'

'Please do not let your children play behind the bins outside Heron/Owl classes or swing on the gates.'

'Thank you for using the textile recycling bin. May we remind you to place items in a carrier bag before putting them in the bin.'



Mr Norcott



Mr Simmons