



# Welcome To The New Term

*The Messenger* ~ an information letter from the school office.

## **SAFETY REMINDER**

The school car park is for Staff use only.



For the children's safety, please do not bring your car into the school car park unless you have prior agreement or it is an EMERGENCY (this includes collection from after school clubs). There is one space reserved for parents/carers who have a disability blue badge.

We have constant deliveries throughout the day and the car park can be very busy.

The children are taught to follow the yellow footprints around the school and use the zebra crossings where appropriate.



Please only enter the front of the school via the path and do not walk with your children through the car park even out of normal school hours. Children should be closely accompanied at all times when on their way to/from school and in the school grounds, we frequently see children running towards the exits of the school with parents trailing some way behind. Our children's safety is paramount.



*We use the Parentmail PMX system to communicate regularly with parents/carers. Communications include weekly home learning, bi weekly newsletters and information on trips (lots of exciting ones coming up) and other important events. There have been a lot of messages sent recently as it is the start of term, we will be monitoring the volume of messages sent during the next few weeks and try to keep them to a minimum.*

*This is particularly important as we are coming into the colder weather and may have to close the school at short notice due to snow (please see Everbridge note below).*

*It is also a quick and easy way to pay for school trips and other items in the on-line school shop by using your card details or PayPal (please make sure you have verified your Parentmail account). Please ask at the office if you require help logging on. On-line payments make a huge difference in the amount of administration undertaken by the school office ~ thank you for paying on-line.*

## **Before School**

We are pleased to help in any way we can with your questions and queries however, it is getting increasingly congested at the office in the mornings. Our priority is getting the children in to their classrooms and learning! If there is something non urgent that you do need to speak to one of the office staff about we are happy to see you after school.

## **Reminders:**

If you do not have access to a computer at home and would like to order uniform or check Parentmail on-line, please ask at the office and you can use the computer in the reception area.

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Water bottles can be purchased from the office **AFTER** school at the price of £1.70, correct change only please.

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Hertfordshire County Council has changed their notification system used to inform parents of school closures during severe weather or in an emergency. You are invited to sign up for the new system called **Everbridge** by following this link: <https://member.everbridge.net/index/892807736725489#/login>

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We do not allow birthday treats such as sweets and lollies to be distributed. You may bring pencils, rubbers, stickers or fruit snacks etc. Teachers ensure all birthdays are celebrated.

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## After School Clubs ~ Collections

Please collect your children from the following area of the school after clubs:

**Game On Mini Olympics** ~ Rear hall door by Heron & Owl classes

**Gym** ~ Rear hall door by Heron & Owl classes

**Magical Maths** ~ Front door, please do not stand in the car park

**Art Club** ~ Front door, please do not stand in the car park

**Tennis** ~ Rear hall door by Heron & Owl classes

If your child brings a scooter to school and attends an after school club, please remember to leave it in the scooter park at the front of the school as there is no access to the playgrounds out of school hours.



**We are no longer accepting the old style £1 coins**



There are 3 post boxes for you to use around the school (front gate, lobby and by Robin class door). By using these it saves the Teaching Assistants a great deal of time looking in book bags. You can also save yourself a trip to the office which can get quite congested.

## From Mr Norcott:

'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 keep to the paths and off the grass, particularly the grass slope at the front of the school.'

'No-one should be riding or scooting on the school grounds ~ please dismount as soon as you come through the gates.'



Mr Norcott



Mr Simmons

## Attendance

Routine non urgent medical/dental appointments should be made out of school hours. If your child has to attend a medical appointment for an ongoing condition within school hours, written evidence will need to be provided to the office or the absence will be marked as unauthorised.

If your child is coming in to school late due to an appointment, please let the office know with as much notice as possible, we need to know by 9.30am at the latest if your child requires a school meal and what their choice is for that day.

Please e-mail [absence@malvernway.herts.sch.uk](mailto:absence@malvernway.herts.sch.uk)

On the same note, if your child is being collected from school by someone who is not on your child's regular contacts list, please let the Teaching Assistant know in the morning or the office know as soon as possible so we can relay the message to the classroom. We get multiple calls throughout the day and the phone line is often busy just before collection time. Please e-mail [admin@malvernway.herts.sch.uk](mailto:admin@malvernway.herts.sch.uk)

### Absence Due To Illness Vomiting and Diarrhoea

Thank you to the parents/carers who keep to the 48-hour rule to prevent the spread of infection. Unfortunately some parents are still sending their child back to school too early. Staff will turn children away at the door if they return before 48 hours to help prevent the spread of infection.

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](mailto:absence@malvernway.herts.sch.uk)

**It is important to follow the 48 hour rule from the last episode.**

Having a clear out? Donate your old clothing, shoes, handbags and belts to raise money for our School. The clothing bank is situated near to Heron and Owl classrooms.

Please bag your items and place inside the clothing bank. Please do not leave bags outside the bin.

The School receive 30p per kilo which can help fundraise £60 each time it is emptied. You raised **£545** last school year!

If you would like to learn more about the recycling process, please view this video that shows what happens 'behind the scenes' after the clothing is collected from school.

<https://www.youtube.com/watch?v=6tBQxfiVUuI>



Please take the time to have a look at our website ~ we like to hear your ideas on how we can improve it further!

In the coming months we will be adding more photos and examples of the children's work.

<http://malvernway.herts.sch.uk/>