



As Term Draws To A Close

The Messenger ~ an information letter from the school office.



The Christmas Card post box is now open!
If your child would like to send their friends a card, please make sure it has a **legible name and class** written on the envelope so that our helpers can deliver the cards to the right people.



We have a few items of lost property from the Christmas Fayre and non-uniform day, please ask at the office if you have lost something precious.

SCHOOL WEBSITE



Our new school Website is very near to completion. We will let you know when it is ready for you to visit, in the mean time, please contact the school office if you cannot find what you are looking for ~ Watch this space!

MILK REQUEST – SPRING TERM 2016

COST £12.76



If you wish to order milk for your child for next term please return your form by Friday 11th December 2015. Our preferred method of payment is +Pay via the Parentmail2 school shop.

Please note that school milk is ordered and paid for termly.

Milk is only free for the following:

- ◆ Nursery children
- ◆ Reception children who remain 4 years old for the whole of the Spring term
- ◆ Children who are in receipt of Pupil Premium Funding. You will have received a letter from school regarding this when you signed up for Universal Free School Meals.

Reminders:

Please speak loudly and clearly on the answerphone when leaving messages.

Please remember to order your child's school lunch if they are coming in to school late due to a pre-arranged appointment. The kitchen need to know by 9.30am how many of each lunch choice to cook.

We would be grateful of any donations of underwear (particularly girls knickers and tights) for the medical room as our children do have the occasional accident! If your child does come home in spare clothes, please remember to wash and return them as soon as you can.



We are always grateful of donations of boxes of tissues to be used around the school at this time of year.



Thank you to Mr Bushell of Bushell & Bushell Carpentry for donating a lovely Christmas tree again this year.

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!

Please make use of the 3 letter boxes around the school (payments for trips, milk, absence letters etc.) the admin@malvernway.herts.sch.uk and absence@malvernway.herts.sch.uk e-mail addresses and option 1 on the answerphone for absences. Teaching Assistants are available at morning drop off to take messages regarding change in collection arrangements etc.

If there is something non urgent that you do need to speak to one of the office staff about or would like to purchase bottles/lids we are happy to see you after school.



Admissions 2016/2017

You will have received a leaflet called 'Under 11s 2015' explaining the procedures for applying for a **Reception or Junior** school place for your child. Applications opened on 9th November 2015 and can now be made online via:

www.hertsdirect.org/admissions

The deadline for applications is 15th January 2016.

Please make an application in time so you are not disadvantaged. Please contact the school office if you require any assistance.

Nursery online admissions open on 9th January 2016 for children born between 1st September 2012 & 31st August 2013. The deadline for applications is 20th March 2016.



Thank you to those parents who have signed up to receive Parentmail2 communications (95% of you!!). If you do not have access to e-mail, you can register your mobile phone number to receive urgent text messages from the school. 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. It is also a quick and easy way to pay for school trips and other items in the on-line school shop. Please ask at the office for a registration code or if you require help in logging on.

**We wish you a very Merry Christmas
& a Happy New Year !**