

# Cavendish Close Infant and Nursery



## Welcome

I hope that you have all enjoyed the summer break, and welcome back to school. We welcome 88 new children into our Foundation Stage 2 classes this year, and 2 new teachers to our team. Miss Luke has taken over teaching in Area 7 with a year 2 class, and Miss Blackwell is teaching in Area 9 with a Year 1 class. I hope they enjoy being part of the team here.

## Collecting Children

It is very important that the children are collected promptly at the end of the school day, and that they know who will be collecting them. Sometimes however, emergencies arise and parents have to contact us to inform us that a different adult will be collecting their child.

If you need to let us know that a different adult is collecting your child from school, we need to ensure that we have all the relevant information. Our office staff will ask you for the adult's full name, and if they are the parent of another child in our school, they will want the child's full name too. If you cannot supply us with that information, the office staff will politely ask you to go and check and then ring us back with the correct names. 'Paul's mum' would be insufficient information because we might have many different Pauls in the school.

## School Office

As I'm sure you can appreciate the school office is busy all day. The staff do their best to deal with enquiries and messages as promptly as possible, but often have a great deal of messages to take around the school. Would you please not call the office as late as 3pm with a message about someone different collecting your child, as we cannot guarantee that the messages will get to the right place in time for the end of school. Please can you let the office team know as early as possible about any changes, so that they can deal with them in time. Obviously if an emergency arises, then do let us know, but it would be helpful if messages could generally be left earlier than 3pm. Thank you for your help with this.

## Governor Vacancy

We have a vacancy on the panel of Governors who manage our school. If you have skills or knowledge in finance, personnel, teaching and learning, buildings maintenance, or child welfare, and are interested in being part of the governors team, please either contact me at school, or I can arrange for you to chat with one of the other governors to find out what the role entails.

September  
2015

### Important Dates

*29th September 2015*

**Harvest Celebration**

*5th October 2015*

**Book Week**

*22nd October 2015*

**Parents Evening**

**3:30 to 6:00pm**

*23rd October 2015*

**Wear it Pink Day**

**School Closes for Half  
Term**

*2nd November 2015*

**School reopens**

*23rd November 2015*

**INSET DAY school closed**

## **Harvest Celebration**

We will be holding our Harvest Celebrations on Tuesday 29th September and Wednesday 30th September, and would be grateful for any contributions towards our harvest display. We ask for small tinned or packets of food which we can talk about with the children, and then distribute to worthy causes in the city. If you can spare a small tin or packet for this purpose, please send it in with your child on Monday 28th September. Our celebrations will begin with an assembly for the children led by the assembly team from St Mary's Church, Chaddesden.

## **INSET Days 2015 to 2016**

To enable you to plan ahead the dates below are our Inset days for the rest of this school year

Monday 23rd November 2015

Friday 18th March 2016

Friday 29th April 2016

Friday 1st July 2016

Many thanks for your continued support

Mrs A J Brandon

Head teacher