



Trawden Forest Primary School Newsletter **EXTRA**

Dean Street, Trawden, Colne, BB8 8RN Tel: (01282) 865242

Friday 27th October 2017

Have a Lovely Half Term

Take care and be safe this holiday. Please consider adequate supervision, reflective clothing and torches if trick or treating. Have a safe bonfire night by attending an organised event.

There are a number to choose from.

School starts again on **Tuesday 7th November**. Anyone arriving on Monday will be tuned away as it is a staff training day.

Money Monday

Please remember to bring all dinner money to

school, in a clearly marked envelope, on a Monday to help us with banking. It is vital that this is paid upfront as otherwise, school funds have to be used to pay for dinners. Currently we are owed several hundred pounds.



Communication

We have found this to be much improved in many ways but would urge parents to check emails regularly as this is now our main way of contacting parents quickly and efficiently. Unfortunately, we are struggling to ensure that newsletters are seen by all families, despite putting them on the website and providing paper copies where needed. Please let us know if you are not receiving regular newsletters etc.

Parental Feedback

As a result of your ongoing feedback, we have been able to make the following changes to ensure a more efficient and safe service for you and your children.

Food awareness

To ensure that food preferences and other medical conditions are strictly adhered to, a member of the admin staff has created a separate class record for each teacher. This highlights all issues which may be of relevance and includes a photo of any child with a particular allergy, medical condition or food preference. These photos, with information, are copied to kitchen staff and After School Club.

Handover

We have reviewed our policy for handover at the beginning and end of the day. It will not affect parents in any way, but will ensure that there is clarity for all children about after school arrangements to avoid the upset and risk associated with leaving school unaccompanied. This policy will shortly be posted on the website.

YR/1 Reading Evening

This evening, which was planned for 7th November, has now been postponed until 6.00pm on 28th November. If you would like to attend, please sign up in your child's classroom when you



collect them from school and we will make you up a pack of support materials to take away with you.

Staff news

As you know, we say goodbye and good luck to Mrs Rowley from our Reception Class this half term. Also, we say farewell and thankyou to Paula Reed, who has helped to run our After School Club for a number of years. In her place, we welcome Jade Gallagher, who will start after half term.