



Trinity St Stephen CE Aided First School

Vansittart Road, Windsor, SL4 5DF

T: 01753 862540 | E: office@tssfirst.co.uk



Headteacher: Mrs Louise Lovegrove

18 September 2020

Dear Parents

Lunchtime and snacks

Thank you to parents and carers for supplying hard, easily washable, boxes for packed lunches. This has helped us enormously. Lunchtimes are now settling down into a well organised routine and we now feel ready to extend our menu choices. From **Monday 28 September** your child will be able to choose a jacket potato option for lunch. The online lunch ordering facility will be updated with the different choices early next week so that parents and carers can order in advance. I am hoping that this will be a successful addition to the choices and will mean that we can then move towards the offer of the full menu, as planned, straight after October half term.

We are now receiving regular fruit deliveries for children in Reception, Year 1 and Year 2, which means that parents and carers in these year groups do not need to send in their own snack. If you would prefer to do this or your child is in Year 3 or Year 4 please make sure that the snack is either fresh fruit, vegetables or a dairy product. The children will not be allowed to eat crisps or sweet snacks such as biscuits and cake. Again, I must emphasise that we are a **NUT FREE** school and this does include products which include sesame seeds. This is to protect some of our children who have severe allergies.

Contact with the school office

Since the start of term we are continually reviewing our practice to make sure we are delivering the same high standard of service. We have noticed that some of the processes we previously had in place, particularly the use of the message sheet and forms on the trolley, now need to be adapted to keep everyone safe.

Medicine Administration forms

These are now under the helpful hints tab on the website <https://www.tssfirst.co.uk/parents/helpful-hint> There are two forms, one for isolated incidents where may be a course of antibiotics or a dose of pain relief and the other is for ongoing medical conditions such as asthma. I have stored them as word documents so that you can download and complete the form, either printing it off or sending it into school via the school office or complete and return via email. Medicine must always be delivered to the school office by an adult and should never be sent into school with children.

Messages for class teachers or the school office

The most helpful alternative to the message pad on the trolley is to send the office an email and where this is not possible please telephone. Mrs Gilmour will pass the message on to the relevant individual during the school day. Do not send messages about pupil collection to teachers as they rarely catch up with emails during the school day. If your message is about pupil collection please bear in mind that we do not need to contact you for clarification if the person collecting your child is on your contact list, but always let us know of any unexpected change of plan so that we can help keep everyone safe. If you need to change your



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This is my commandment, that you love one another as I have loved you. John Ch15 v12



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contacts please let the office know. We will, over the next few weeks, be asking parents and carers to review their personal details to ensure we are holding accurate information. ALWAYS let us know if your contact details change as we do need to be able to get in touch with you in case of emergency.

Lost Property

There is already quite a large amount of lost property which we are going to put out just in front of the wooden gate in the school car park so that parents can check if their child has lost any items. The box will be out today and again on the Friday before half term. Please make sure all items of school clothing and equipment are named. This obviously makes it so much easier for us to re home any found items.

TSSSA

Thank you to the Caroline, Dani and Claire who organised the Nearly New Uniform yesterday. Thank you also to the many families who donated many items. This is a very valuable service for our parent community and is much appreciated.

School Admissions

The school has been sent an updated guide for families with children hoping to start in Reception in September 2021. Please find attached to this newsletter.

Coronavirus

I appreciate that at this time of year a lot of the children are starting to suffer with common colds. I have found a useful link to the BBC News site which explains the possible differences between cold and coronavirus symptoms which may be useful <https://www.bbc.co.uk/news/health-54145299>

Kind regards,

Louise Lovegrove



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Autumn Dates

8 October 2020	Harvest Festival at 9.30am (Church of St Stephen and St Agnes)
23 October 2020	End of first half of Autumn Term
2 November 2020	Pupils start second half of Autumn Term
2 November 2020	Flu immunisation for children (am)
29 November 2020	Christingle at 3pm (Church of St Stephen and St Agnes)
9 December 2020	Nativity at 6pm (Church of St Stephen and St Agnes)
18 December 2020	Term ends
4 January 2021	In Service Training day for staff
5 January 2021	Pupil term starts



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