



Message from the Head

Last half term my focus was behaviour and communication and this term I will be introducing different systems to ensure that we, as a community, are able to communicate effectively.

Over this term you will receive further information about a system called 'Studybugs', which will support reporting absence, registers and ordering lunch. It will also give us the facility to communicate with each other using a messaging format where teachers and parents can communicate. I have used this in previous schools and it really does work well. This will replace the need to email the office, using parent mail and calling in absence.

I will be sending out a communication offer this half term with clear parameters of how we are going to use our systems and for what – there will be clarity on where to find information.

Unfortunately, there is no one 'app' that does it all – what we are going to be working on this half term is ensuring that you receive all the information you need, without it becoming too much.

Thank you to those who have signed up to the school Facebook page – it is becoming the hub for community news and information for those who wish to use it – without additional information being sent via ParentMail that is not relevant to school provision and education.

I am delighted to announce that Ms Hattie Burrage (Year One) is our new Key Stage One Leader and Mrs Sophia Sutherland (Year 5) is our new Key Stage Two Leader. Alongside Ms Natalie Stock, who is the EYFS lead, they will be supporting all staff, children and parents in the day to day running and development of the school. They are a dynamic team who will meet weekly with Mrs Fisher and myself to discuss the strategic vision and direction of the school.

We have had some unexpected changes in staffing in Year two this term. Ms Miah has left us but we have been fortunate to employ Mrs Nicola Perera until Christmas, when Ms Roz White will return from maternity leave. An unexpected change of teacher is never an ideal situation, and like you our primary concern is for our children. The leadership team is determined to make this transition as smooth as possible so that Mrs Perera can hit the ground running to ensure the very best outcomes for the children.

This half term will fly by and it will be Christmas before we know it.

It will be a busy term and I am excited to see what we can achieve!

Best Regards,
Mrs Woods.

Communication

I had 24 responses to the communication questionnaire that I sent out and here are **some** comments to the questions asked:

1. What is going well in terms of communication that you would like to keep?

ParentMail

Newsletters

Weekly class updates using Google classroom

Weekly updates from class teacher and Headteacher's regular updates about whole school

Evidence Me in nursery

Class Reps in Class WhatsApp group.

SLT on gate and teachers at classroom door at drop off and pick up.

2. What is currently used that needs fixing and how?

Subject headings of emails started with the class/year it relates to followed by the title.

Google classroom is a nightmare with multiple children

Reminders

Lack of communication between class teacher and parents other than drop offs

I believe the current way is working very well.

Confirmation of reading an email sent to you

The short notice for events

The calendar on the website

Communication RE homework.

I think regular communication from class teacher

The different apps and level of communication. It is getting a bit much.

3. What are we using that needs to go?

Nothing I can think of, on the whole I've not had an issue with communication.

Too many online resources for children's homework. It's hard enough to get them off devices, what's wrong with the old home learning books they had?

Please don't use face book for everything as I try not to go on that myself

If there are too many tools, it is not effective. I think google classroom and ParentMail are enough.

4. Any suggestions to improve communication?

Making sure all staff are aware of all info that is sent on ParentMail/ to parents

Allow parents to email teachers rather than the "middle man" of the office

Reminders the night before events

Just getting communication re events important diary dates plays etc at least a month in advance in order to book leave.

So far this year I think communication have already improved.

It would be useful to have general school rules communicated

I hope we will not rely only on facebook to communicate to parents. Facebook is good for discussions etc, but I hope that will not be the only place.

Acknowledgement for emails sent to office with assurance of a response by a certain time.

Your comments will help us ensure that the ways in which we communicate are as effective and streamlined as we can make it. There is never a magic wand for communication but by the end of the term we will have clear ways of communicating with each other as a community.

School day 2023

In the New Year we are looking to extend the school day in line with Government guidelines.

We are considering 8.40am to 3.10pm

Gates opening as usual at 8.40am, and closing at 8.50am and in the afternoon the gates opening at 3.10pm for pick up and close at 3.20pm. This means that children are in school for 32.5 hours and are able to spend more time working on core skills. All schools are expected to ensure that they are open for this number of hours by Autumn 2023. We are asking for any comments and feedback whilst we talk to all stakeholders and wrap around care providers.

If you would like to make any comments please use this link: <https://forms.office.com/r/nBsRLM8usp>

Wrap around care

We are very fortunate to be able to provide wrap around care at a very reasonable price.

Tree Tops is open from 7.45am with a charge of £5 per session – breakfast included.

Camp Glide is open until 6pm with a charge of £10.90 per session – snack included.

<http://www.trinityoaks.surrey.sch.uk/breakfast-club/>

Nursery

We currently have places in our Nursery class – Acorns. We take children the term after they turn 3 and have the facility to add additional hours if you would like to top up your 15 hours of funded placement for an hourly cost of £6.

If you know of families that are looking for nursery places please ask them to call the office to request a tour with Mrs Woods.

01293 776935

Sickness

As we head into cold and flu season, if your child has been sick please keep them at home for **24 hours** from their last bout of sickness. If there is an outbreak we will contact you and will ask you to keep your child off for 48hours. Children can come to school with colds as long as they do not have a temperature.

If your child has a dental or medical appointment please let us know in advance with evidence of the appointment.

Volunteers

We would like to get parents back into school to help with reading or on a more ad hoc basis for events and trips. If you have any spare time we would love to have you!

Please email Tamzin Marsh our school business manager who can start the ball rolling on the paper work needed for our end.

office@trinityoaks.surrey.sch.uk

All adults that work in school are subject to DBS clearance.

Absence

I have seen an alarming increase in requests for holiday during term time and last-minute medical appointments, none of which is being authorised. It is vital that your children attend school each day to ensure that they can keep up with their learning, develop and maintain friendships and feel part of their class community.

In primary schools less than 65% of children achieve good results in English and Maths with an average of 15 days absence a year compared to almost 90% where the average is less than 8 days. Parents can be very surprised at how quickly their children can accumulate 15 days absence within a year.

Every minute counts

DIARY DATES

Monday 31st October	Back to school
Tuesday 1st November	Year 2 and 5 – fire safety session in school British Legion Poppies will be on sale for Remembrance.
Wednesday 9th November	Nasal flu immunisations – please ensure you have given permission online – the school do not hold the list of names.
Friday 11th November	Remembrance
Monday 14th November	Individual photo day
Tuesday 15th November	FOTO AGM – all invited – 9.15am – school hall
Wednesday 16th & Thursday 17th November	Parent teacher conferences in the school hall 3.30pm – 6.30pm both nights Bookable through ParentMail from 31 st October
Friday 18th November	Children in need – Spotty day – wear anything spotty! £1 donation
Week of 21st November	Assessment week
Tuesday 22nd November	Deadline to order Christmas lunch for those in Key Stage two who do not normally have lunch.
Friday 25th November	Year 2 trip -The Christmas Journey – fully funded FOTO – Pizza delivery – see FOTO newsletter and Facebook
Thursday 1st December	FOTO – Christmas Bingo night
Friday 2nd December	Christingles and carols 2.30pm – weather permitting. FOTO – selling pre-loved Christmas jumpers in the playground (repeated on 9 th)
Week of 5th December	<p style="text-align: center;">Christmas productions</p> EYFS – Tuesday 6 th December 1.30pm – school hall Wednesday 7 th December - 9.30am – school hall KS1 – Tuesday 6 th Dec 9.30 am – school hall Wednesday 7 th Dec 1.30pm – school hall KS2 – Thursday 8 th December 5.30pm at St Barts Church
Wednesday 14th December	Christmas jumper day Christmas lunch
Friday 16th December	End of term – 2pm close. 2pm - Christmas celebration – see FOTO newsletter and Facebook Come and join us for mulled wine, mince pies. Lucky dip and carols!
Tuesday 3rd January	Teacher INSET day – school closed to children
Wednesday 4th January	Children back to school

