



# Bishop Tufnell CE Schools

Pennyfields, Felpham, Bognor Regis, West Sussex PO22 6BN  
**Executive Headteacher: Mr S Morton BA (Hons) MA**  
*Learning together, to serve God, His world and His people.*  
*Always our best because everyone matters.*



Bishop Tufnell CE (Aided) Infant School  
Tel: (01243) 584412 Fax: (01243) 582573  
Head of School: Sara Walker BEd (Hons) MA  
Email: [infantoffice@tufnell.org](mailto:infantoffice@tufnell.org)

Bishop Tufnell CE (Aided) Junior School  
Tel: (01243) 582400 Fax: (01243) 584489  
Head of School: Gill Renny BA (Hons) PGCE CEPQH  
Email: [office@tufnell.org](mailto:office@tufnell.org)

## Tufnell Times – September 2017

Welcome back to the new school year and to the first newsletter of the Autumn Term 2017. I hope that you and your families have had a very happy summer break. At the start of the academic year, we give a big welcome to the new children and parents in Foundation Stage. We also welcome Mr Will Benham as Teacher of Hazel Class, Miss Amy Mezzone as Higher Level Teaching Assistant and Miss Danielle Hannam as Additional Needs Support Assistant.

We have exciting and fresh challenges ahead of us this year in helping the children to develop all of the skills and knowledge that they will need for success in life. We look forward to many happy years together at Bishop Tufnell CE Aided Infant and Junior Schools. Please come up for a chat at the school gate to introduce yourself and your child. I will try to learn all of their names as quickly as possible!

Very best wishes.

Yours sincerely,

Shane Morton



Each half-term you will receive a copy of the Tufnell Times. There will also be different newsletters from your year group leaders with relevant information about topics, trips and events for the children in your cohort. Any updates will be sent to you via Parent Mail so please sign up at the school office if you have not done so and please remember to check your emails! We will send you a hard copy if you are not on Parent Mail.

If you have any questions please ask the teachers, phone the school admin team or send me an email – there is so much to remember and we are all here to help!



## After School Clubs



Monday      Football      Year 1 & 2      starts 11<sup>th</sup> September  
(please come to the office for a letter)



Tuesday      Tennis      Year 1 & 2      starts 19<sup>th</sup> September

Tuesday      Fun French      Year 1 & 2      starts 12<sup>th</sup> September

Wednesday      Dance      Year 1 & 2      starts 4<sup>th</sup> October

Thursday      Karate      Year 1 & 2      starts 7<sup>th</sup> September



EYFS from Jan '18

Friday      Dance      Year 1 & 2      starts 6<sup>th</sup> October

## OUR 5 SCHOOL RULES

**Do as you are asked first time**  
**Put your hand up for attention**  
**Keep hands, feet and objects to yourself**  
**Always do your best and let others do theirs**  
**Always speak kindly and truthfully**

We have 5 school rules and we all have the same expectations of good behaviour at school. Our aim is always to catch children being good. However, there are times when we need to reinforce our behaviour boundaries. If your child is finding it a challenge to stay within our behaviour expectations we will always discuss this with you. Thank you for your support.

### Peanut Spread

Please note that due to pupils with extreme allergies, which necessitate epi-pen use, we do not permit peanut spread in school packed lunches.

Also, there are no fizzy drinks/sweets in packed lunches. Thank you.



### Water Bottles

As part of our Healthy School status work, we actively promote the drinking of water throughout the day. Please note that water bottles must only contain water. You can of course provide fruit drinks in your child's lunchbox for lunchtime.

If your child has a medical condition that means they cannot drink water, please arrange an appointment with me to discuss alternative liquids.

### **Dogs, Cigarettes and E-Cigarettes**

Just a reminder that dogs, cigarettes and e-cigarettes **are not** permitted on any West Sussex school grounds - even if you carry the dogs!  
Thank you.

### **Bicycles and Scooters**

For safety reasons, please ask your child to get off their bicycles and scooters when they get to the line painted on the ground by the front gate. You may leave bicycles and scooters at the cycle rack just inside our school gate.

**Please remember to get a cycle permit from the school office.**



### **Care Plans**

Last term, we updated most Care Plans for children with special medical needs. If you wish to update your child's Care Plan urgently or you need to start a brand new Care Plan then please contact the school admin team, who will direct you to Miss Mezzone, our new Care Plan leader.

### **Data Collection Sheets**

At the end of last term, you should have received a data collection form. If you have not already done so, please complete this and return it to the school office to let us know if any of your contact details or emergency information has changed. Please ask for another copy of this form if you have mislaid the original.

### **Prayer Meetings**

These will be held each month on the last Tuesday of the month and are for parents and other members of the school community. They are very friendly, informal and confidential. The first meeting is on Tuesday 26<sup>th</sup> September from 9am – 9.30am.

If you cannot attend but would like us to pray for someone or a particular situation, please let me know, send me an email or leave a prayer in the school prayer box in the school entrance.



### **Attendance**

Last year our whole school attendance figure was 96%. Our target is to improve school attendance this year to 97%, so please do not keep your child off school unless they are ill. Please remember that holiday absence in term time will not be authorised, however you are still required to complete an absence request form which can be obtained from either school office. Trips, treats and short breaks should take place in school holidays and at weekends!

### **Celebration Collective Worship**

Year 1/2 Celebration Collective Worship will take place every Friday at 9.05 am. Parents of children receiving special awards or celebrating birthdays are very welcome to come and to take photographs. Collective Worship takes place at 10.20 am on other days and parents are always welcome.

Foundation Stage has different arrangements to celebrate the younger children's achievements and birthdays for the first few weeks and then the Reception classes will join the rest of the school in Collective Worship from the week beginning 2<sup>nd</sup> October 2017.

### More things to remember!

**Prams and Pushchairs** - Please note, due to health and safety we are unable to accommodate prams and pushchairs in the school hall, but these can be left outside by the office bicycle racks.

**'Drop In'** – Tuesday 17<sup>th</sup> October 2017, 3pm – 3.30pm, this is an opportunity to look at your child's work with your child. Teachers will not be available for consultations during this time, but please feel free to make an appointment with your class teacher if you would like to discuss your child's progress before the termly parent consultation evenings in November.

**Chatting to Teachers** – Teachers are always happy to talk with you at the classroom door to exchange quick information. At the end of the day, please wait until the teacher has dismissed all the class before you approach them. Thank you. Please note that teachers have staff meetings that begin at 3.15pm on alternate Tuesdays and Thursdays. If you have an urgent problem, Miss Walker or I will always make time to listen and speak with you. Don't let your worries or concerns grow and grow. The staff and I are happy to talk to you – no worry or concern is too small. If it matters to you, it matters to us.

**Communication** - If you would like important correspondence (newsletters/reports etc.) sent to another member of the family who does not live with you, please let the school admin team know.

**Helping in School** - Please remember to ask for a DBS check through our school office if you wish to help in school or accompany children on school visits. This takes a while to process, so please plan ahead. Even if you have a current DBS with another organisation it might not be transferable and you might need to obtain one through our school.

**Clothes** – Your child should come to school every day wearing the correct school uniform (see Prospectus) with **dark** shoes, not trainers. Please name all clothes with an indelible marker pen and remember to send coats into school each day, even if it is not raining in the morning. PE kit should be brought in on Mondays, left in school and taken home to wash on Fridays. If your child loses an item of clothing, please check the Lost Property Boxes.

**Illness** – If your child is unwell, please telephone the school to let us know by 9.15am. We will telephone you if we do not know why your child is absent from school.

**Football**s - Please no footballs are to be brought to school. We provide appropriate soft footballs for children's use.

### ParentMail

We try very hard to improve the service that we deliver to you and to your children by communicating as frequently as possible so that everyone is kept informed. We are increasingly aware of the environmental impact of the amount of paper we use. We use a service called **ParentMail®** which enables us to send letters and messages direct to parents by email and text message if that is the preferred method of communication. This means that if you decide to sign up with Parent Mail, you should receive information from the school in a more reliable and efficient manner and will not have to trawl through the contents of your children's school bags! You can also receive text messages to alert you to cancelled after-school activities/clubs and also school closure due to extreme weather conditions.

If you have not completed a **ParentMail® Data Collection Form** with your email address, these are available from the school office.

## IMPORTANT CALENDAR DATES

**Autumn Term 2017** - Half Term = Monday 23<sup>rd</sup> October – Friday 27<sup>th</sup> October 2017  
End of Term = Wednesday 20<sup>th</sup> December 2017

**Spring Term 2018** = Thursday 4<sup>th</sup> January – Thursday 29<sup>th</sup> March 2018  
(Half Term = Monday 12<sup>th</sup> February – Friday 16<sup>th</sup> February 2018)

**Summer Term 2018** = Monday 16<sup>th</sup> April – Tuesday 24<sup>th</sup> July 2018  
(Half Term = Monday 28<sup>th</sup> May – Friday 1<sup>st</sup> June 2018)

### **INSET Days** (School Closure)

Monday 4<sup>th</sup> September 2017 – Bishop Tufnell Junior and Infant Schools in Partnership

Friday 20<sup>th</sup> October 2017 – Curriculum Development

Monday 19<sup>th</sup> February 2018 – Professional Development

Monday 23<sup>rd</sup> July 2018 – Mapping the Future (School Development Plan 2018/19)

Tuesday 24<sup>th</sup> July 2018 – Measuring Progress / Data

## FINAL INFORMATION

**Arrival and Departure** – Please arrive at school between **8.40am and 8.55am**, unless you have made a special arrangement with me. Please go to the office with your child if you arrive after 8.55am to sign your child in as late. The office does not open officially until 8.30am each morning, although there is usually a member of staff there from 8.15am. At the end of the day, you should collect your child from the playground at **3.00pm**. Please come directly into the school building whenever you would like to see a member of staff or to make an appointment to do so. We encourage all parents and children to travel to school by walking or by bicycle. All cyclists must wear helmets – our rule is no helmet, no cycling!

### **Friends and Parents Association of Bishop Tufnell (FAPA)**

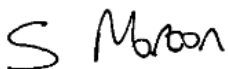
You will hear lots more information soon about how you can get involved in the different FAPA social activities throughout the year. Look out for a letter soon about the FAPA AGM in September, where decisions will be made about how to spend the money raised by the Friends. All parents are automatically Friends of the school and everyone is welcome, particularly new parents. Please ask at the school office for further details.

**Meet Your Child's Teacher** – Next Tuesday 12<sup>th</sup> September from 3.00 pm to 3.45 pm, I would like to offer you the chance to come into school with your child to meet the teachers in an informal way. I know that lots of you have already met your teacher. However, Parent Consultations are not until the middle of October and this is an ideal opportunity to find out about the year ahead, to ask questions and to tell us important information about your child. It is very important for Year R parents to find out about the new expectations and school procedures. If you are not available after school on Tuesday 12<sup>th</sup>, or if you would like to see your child's class teacher for a longer period, please make an appointment for a more convenient time.

**NHS Flu Vaccinations** – All children in Year 1 and Year 2 will receive a form and an information booklet about flu vaccinations in their book bags this week. Please could these be returned by Friday 15<sup>th</sup> September as this is the NHS deadline for all children to be registered. Thank you.

Best wishes for a great year ahead.

Yours sincerely,



Shane Morton

<b>DIARY DATES</b>	
<b>September 2017</b>	
Thursday 7 <sup>th</sup>	Foundation Stage starting school
Friday 8 <sup>th</sup>	Celebration/Birthday Assembly (birthdays throughout the summer holiday up to and including 8 <sup>th</sup> Sept)
Monday 11 <sup>th</sup>	After School Year 1 and Year 2 Football Starts
Tuesday 12 <sup>th</sup>	3.00pm-3.45pm Drop In to meet your child's teacher
Wednesday 13 <sup>th</sup>	Roald Dahl Day – information to follow
Friday 15 <sup>th</sup>	NHS Flu Vaccine Forms sent to all Year 1 and Year 2 to be returned
Tuesday 19 <sup>th</sup>	After School Year 1 and Year 2 Tennis starts
Friday 22 <sup>nd</sup>	Jeans for Genes Day – information to follow
Monday 25 <sup>th</sup>	Maple Class – Farm to Fork Visit – information to follow
Tuesday 26 <sup>th</sup>	Silver Birch Class – Farm to Fork Visit – information to follow
Tuesday 26 <sup>th</sup>	9.00am-9.30am Prayer Meeting at BTI – all parents welcome
Wednesday 27 <sup>th</sup>	Chestnut Class – Farm to Fork Visit – information to follow
Wednesday 27 <sup>th</sup>	Go Wild visit Year 2 – information to follow
<b>October 2017</b>	
Mon 2 <sup>nd</sup>	1.30pm Parent's Forum Meeting – Children's Centre
Wednesday 4 <sup>th</sup>	After School Dance Starts
Friday 6 <sup>th</sup>	After School Dance Starts
Friday 6 <sup>th</sup>	Harvest at St Nicholas Church – information to follow
Tuesday 17 <sup>th</sup>	Drop In to see your child's work in their classroom
Friday 20 <sup>th</sup>	Inset Day 2
Tuesday 31 <sup>st</sup>	Parents Consultations 3.15pm-6.00pm
<b>HALF TERM – Monday 23<sup>rd</sup> – Friday 27<sup>th</sup> October</b>	
<b>November 2017</b>	
Thursday 2 <sup>nd</sup>	Parents Consultations 3.15pm-6.00pm
Friday 3 <sup>rd</sup>	Yellow School Photos – Individuals and Siblings
Tuesday 7 <sup>th</sup>	Year 1 and Year 2 NHS Flu Vaccinations
Friday 17 <sup>th</sup>	Children in Need Day 2017
Wednesday 27 <sup>th</sup>	1.30pm Parent's Forum Meeting – Children's Centre
<b>December 2017</b>	
Monday 11 <sup>th</sup> – Friday 15 <sup>th</sup>	Foundation Stage and Year 1 Christmas Production Week – information to follow
Tuesday 19 <sup>th</sup>	Christmas Party Day – information to follow
Wednesday 20 <sup>th</sup>	Last day of term