

9 September 2016

Dear parents, carers, staff, governors and friends,

### **Welcome back!**

We have had a delightful start to the new school year. From day 1 the children have come through the gate with huge smiles on their faces, and are thoroughly enjoying the learning planned for them.

We would like to give a very big welcome to our new families, both in Reception and Nursery classes and across the school. We look forward to getting to know you and your children and to working in partnership with you.

### **Staff news**

Congratulations to Kate Porter (Deputy Head) and partner Michael on the birth of their baby, Arlo, this morning! Congratulations are also due to Rebecca Sanders and partner Paul – their baby, Joseph, was born at the end of July. Everyone is doing well.

We welcome Charlotte Dougan, Assistant Head, to her new role, as well as Jenny Guest and Emmeline Buchanan who are sharing the role of Assistant Head while Kate Porter is on maternity leave.

There are a number of new staff joining us this term : teaching assistants Rukon Ali and Buffy Eldridge-Thomas are working in Y6 and Y5 respectively. Lauren Blackie joins us as teaching assistant in Y1 and Lauren Campbell is the new class teacher in Pearl class Y3. Audrey Palmer joins us as a PPA teacher (a teacher who covers the class while the teacher has time for Planning, Preparation and Assessment each week). Welcome to them all.

### **INSET (staff training)**

Our whole staff training last week included shared training across our 3 schools on Equalities and on Health and Safety, and Safeguarding.

At Brindishe Manor we began by discussing our School Community Development Plan for 2016/17 - look out for more on this over the coming weeks and months.

### **Meet the teacher**

The fortnight beginning 26 September has been set aside for parent/teacher meetings for Yrs 1 - 6. This is an opportunity to meet your child's class teacher and to share any new information about your child.

You will shortly be invited to book an appointment with your child's teacher using our online system, Parent Portal.

Of course, if you wish to talk with your child's teacher you don't have to wait for a parent/teacher meeting. If it is just a quick message you can catch the teacher or teaching assistant at the start of the school day between 8.50 - 9am. For anything longer, please arrange a time to meet at the end of the school day – you can do this directly with the class teacher or via the school office.

### **Safeguarding children at the end of the day**

Please let your child's class teacher know who will usually be collecting your child every day. If this changes for any reason and you need to send someone different who we may not have met, please let us know.

You can arrange a password, known only to the person collecting and to the school, which will ensure your child goes to the right person at the end of the school day.

Call the school office if you want to know more.

Children in Year 5 and 6 can walk home on their own as long as we have written permission from their parent or carer. Please make sure you give us a letter or send an email if you want your child to do this.

### **Severe food allergies**

We have children in school with severe nut and sesame allergies, including some with **airborne** allergies. This means that some of our children who eat or touch nut or sesame products (or their traces), or even **breathe in** traces of nut, can have a very severe reaction.

We ask parents and carers please to avoid packing foods in lunch boxes that contain nuts or sesame. This includes for instance peanut butter, Nutella (or other chocolate spreads) which contains hazelnuts, houmous, and cereal bars containing nuts.

Thank you for helping us with this very important matter.

### **Secondary Transfer**

Families in Year 6 will need to make a decision this half term about their choice of secondary school for their child. **The deadline for applications is 31 October 2016.**

We distributed a leaflet about choosing a Lewisham secondary school at the end of last term. It tells you how to make your application. The office has more copies if you need one.

We are holding an information meeting for parents and carers in early October – we will confirm the date of this shortly. If you would like any advice or support with your decision please make an appointment via the school office to

Speak with the Headteacher or with one of our Assistant Heads.

### **Dates for your diary**

**19 September:** Music classes begin (not violin)

**26 September** Clubs begin. Violin classes begin.

**Fortnight beg 26 Sep** 'Meet the teacher' meetings

**10–12 October** Year 5 school journey to Marchants Hill PGL site, Surrey.

**13 October** Welcome Evening for new parents and carers

**31 October** Deadline for secondary school applications

### **And finally...**

You will shortly be able to use Parent Portal, our online administration system, to make payments for school meals, school visits and clubs and classes. Look out for information coming home soon.

Best wishes for a sunny weekend!

Gerlinde Achenbach  
Headteacher