



Fetcham Village Infant School

School Lane · Fetcham · Surrey · KT22 9JU

Telephone:

01372 373502

Email:

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Website:

www.fetcham.surrey.sch.uk

Headteacher:

Simon Sharp



Welcome Back!

A warm welcome back to all of our families! I trust that you and your children enjoyed a wonderful summer. We are all really excited to welcome your children back to school: tomorrow for Year 1 and Year 2 and on Monday if you are the family of a new reception child. I am writing to you today with some key information for the start of the new term which you need to be aware of. There's a lot of information in this letter so please read it carefully. We'll send most of this information out again on Friday just in case you forget/miss anything!

Opening and Closing Times

Mornings

If arriving prior to 8.30, you are responsible for the supervision of your child(ren) on the school site

8.30: Doors open

8.35: Registration Opens

8.40: Doors and registration closes. Arrival after this time is classed as late and will be through the main school office only

Afternoons

3.10: School finishes

Drop off, Pick up and new Classroom Locations

Foxes (Year 1) are now located in what was the old Squirrels classroom. Squirrels is now located in what was the old library and Computing Suite. The building that Foxes class used to be in is now called 'The Den'.

Rabbits (Reception): Entry and exit through the gate on 'The Street' (opposite The Bell) to the external door on the 'old' school building to the right as you come in through the gate

Squirrels (Reception): Entry and exit through the gate on 'The Street' (opposite The Bell) to the double doors on the sloped building diagonally on your left as you come in through the gate

Learning together, doing our best- being kind!





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PLEASE NOTE: On Rabbits and Squirrels FIRST DAY, Monday 9 September, children should be dropped off at the main school office. Please consult the information you have already received about staggered starts and part time hours for next week.

Foxes (Year 1): Entry and exit on the main school playground through the double doors in the corner between the hall and the main school building

Hedgehogs (Year 1): Entry and exit on the main school playground through the single door next to the basketball net

Otters and Badgers (Year 2): Entry and exit on the main school playground through the double doors into the hall

Childminders: Children being looked after by a childminder will be collected from The Den, using the door Foxes children will have entered through last year.

After School Care children will be collected in the Burrow and registered by staff from Fetcham Kids Club. **Club** children will be escorted to the hall and registered by the club provider there.

This year based on feedback, to minimise the impact on lesson time and to ensure that wherever possible we get face to face contact with parents at pick up and drop off, all children not looked after by childminders, attending clubs or after school care will need to be picked up from their class teacher. This means that parents collecting more than one child will need to collect from both classes.

Communications with School

Communications Policy

We strongly believe and value the links we build with our community and, particularly our parents and want to work together with you and your child(ren) to ensure that their wellbeing is well catered for and that their academic progress remains on track. As part of this approach we have reviewed our communications policy and this is attached to the email. Please read it very carefully. This year, for the first time, we are publishing staff email addresses (they are attached to this letter) and enabling parents to contact school staff via email if they have any

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questions or concerns about their child's wellbeing or academic progress. We would still strongly encourage face to face contact on the door if you can but feel that offering the option of email will be helpful to some parents. **Please check the policy carefully to see when it is appropriate to contact staff directly or when it will be more appropriate to get in touch with the office as well as information on turnaround times for a response. If your child has more than one class teacher, please include both teachers in any emails that you send to ensure the most timely response.**

Emails and Communications from School

Very shortly, school communications will move to Mondays and Wednesdays with a reminder email roundup on a Friday, effective from the end of next week. Newsletters will now be shorter and weekly, again on a Friday, beginning from next week.

Changes in drop off and pick up

Please make sure that the office has an up to date list of drop and pick up contacts. We will not allow anyone to collect your child who is not authorised to do so. Please ensure that you sign the sheet provided at the door in the morning if there is a change in pick up arrangements and, if you forget or there needs to be a change which arises during the school day, please inform the office by 12.45. If this change affects Fetcham Kids Club you will need to inform **BOTH** the school and the After School Care provider directly.

Welcome Meetings

Welcome meetings for each year group are as follows:

Tuesday 17 September 3.30: Hedgehogs & Foxes (Year 1)

Wednesday 18 September 3.30: Rabbits & Squirrels (Reception)

Thursday 19 September 3.30: Otters & Badgers (Year 2)

Attendance Policy

Please be reminded that our updated Attendance Policy is now in effect (it is attached to this email) and our systems and procedures are now different to those before. Please ensure that

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you have familiarised yourself with the new Attendance Policy before requesting time off for your child.

Reading Books

Phonics Groups for Year 1 and Year 2 will start from Monday 9 September. We will start sending home Reading Books for children in Year 1 & 2 next week (w/c 9 September), once they have had a couple of days of phonics. Children will be bringing home two phonics books (one they have read before and one they have not read before) and one library book (which will either come from the library or their class book corner). Further information about changing books and recording and rewarding home reading will be communicated at Welcome Meetings.

PE Kits

PE bags are now not necessary as children will come into school wearing their PE kit on PE days. You will be notified on which days your child will have PE by your child's class teacher by the end of the week. This week, they can wear their school uniform all week.

I look forward to working with you and your child this year in the spirit of their continued happiness, wellbeing and academic success!

Best wishes,

Simon Sharp

Headteacher

Head@fetcham.surrey.sch.uk

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