



St Ives Infant School

Trenwith Burrows

St Ives

Cornwall

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Headteacher: Miss J Dean

08 September 2016

Dear Parents/Carers,

Welcome back to a new school year! I hope that everyone has had a very good summer. A very special welcome to all the families who are new to the school. I hope that you and your children will quickly feel at home with us and enjoy your time at the school.

### **Photographs**

Next Wednesday, 14<sup>th</sup> September, Tempest Photography will be coming to school to take individual and family group photos. Please see the attached letter.

### **Training day – Wednesday 21<sup>st</sup> September – school closed**

We are taking one of our annual training days on Wednesday 21<sup>st</sup> September in order for staff to attend a local conference.

### **Lunchtime Supervisor Required**

The school needs to appoint a lunchtime supervisor to work with one of our Year 2 classes each day. The post involves supervising children in the hall and on the playground. While each supervisor is attached to a particular class, they also work together as a team. The hours of work are 12 – 1 each day and the salary is £8.03 per hour. If you are interested in this position please pick up a form from the office. We will train the successful applicant, so don't worry if you haven't had any experience of this before!

### **Nursery places**

We currently have spare places in our nursery, in the afternoon group. Afternoon sessions run from 12.30 to 3.30pm. A lunch club is also available from 11.45pm. Children can start nursery as soon as they are three years old and we offer some stay and play sessions leading up to this time too. If you would like to register your child for a place please get in touch. We are able to offer a limited number of whole day places, so please discuss this with us if you are interested.

### **School car park and parking permits**

To prevent congestion and accidents in the school car park the school, in conjunction with the Junior School, has a policy that parents are not permitted to park in the school car park at the start and end of the school day. The arrangements are set out in detail below.

Each year we issue 50 permits for Trenwith Car Park (the leisure centre car park). The permits allow parents to park for a short time in the morning and afternoon in order to bring children to school and collect them. New permits need to be allocated for this year and parents who need a permit are invited to apply for one on the attached form.

**If you would like to apply for a permit please complete the attached form and send it back to school by 10.00am Monday 12<sup>th</sup> September. Please continue to use the existing permits until the new ones are issued.**

### **Car park arrangements:**

**Morning:** The wooden gate in the car park is closed at 8.30am every day and remains closed until shortly after 9.00am. This gate was installed to ensure that children walking from the Junior School end of the site can safely walk round to the playground without cars driving up and down to the school. **It is essential that parents do not open the gate and drive up to school during this time.**

**Drop-off zone:** There is a drop-off zone running along the front of the Junior School where cars can stop very briefly and Junior children can get out. You are welcome to use this facility, but all infant children must be accompanied from

this area to their classroom and an adult would therefore need to be dropped off with them. This area can only work if people do not park in it!

**Afternoon:** The main front gate to the school site is closed from around 2.30pm and opened again at 3.30pm. Cars can exit the site through the gate at the Junior end, but parents are not permitted to drive into the site to collect children.

**Nursery:** Parents of nursery children are permitted to drive into the site and park to collect the morning children at 11.45am and bring afternoon children at 12.30pm as the numbers involved are small. However, I would like to ask you to park at the bottom of the site if spaces are available and only drive right up to the school if absolutely necessary to reduce conflicting with pedestrians.

I understand that these arrangements are a challenge for some families. However, the arrangements need to be respected by everyone or they will not work. I can quite imagine that it is extremely irritating to find that you have walked to school in the rain only to find other parents driving right up to the front of the school! Please could we all try and make things work in the car park. Thank you!

### **Breakfast club**

Breakfast club is open every day from 7.45am. Children can arrive at any time from 7.45 until 8.30am.

Breakfast is served in the hall and the children then go through to the Jubilee Room to play until the bell for the start of school at 8.55am. The club is run by some of the school's existing teaching assistants on a rota basis

You do not need to book into the club in advance, but payment (£2 per day) must be made on arrival or in advance. Children will not be able to stay at the club if payment is not made.

The Breakfast Club is free for children who are eligible for pupil premium (children who would have qualified for free school meals under the previous system and children who are in care or have a parent who is in the armed forces). The school is using some of its pupil premium funding to run the club. If you are not sure whether your child is eligible for pupil premium please contact the school. There is a simple form to fill in which is then processed by Cornwall Council. If your child had free breakfasts last year they are still eligible.

### **Music lessons**

Brass and woodwind lessons will be starting soon. If you would like your child to start to learn the fife, kinder clarinet (Year 1 and Year 2), trumpet or cornet (Reception, Year 1 and Year 2) please call into the school office to find out more and pick up a form. Lessons cost £5 per week, but are free if you receive income support and the cost is reduced if you receive certain benefits. Fifes can be bought from local music shops and other instruments can be hired from the music service. We will also be running recorder lessons which will start later in the term.

### **Meeting your child's teacher**

I hope that your child will settle happily into his/her new class and quickly become familiar with any new routines. Please do come and see me if you want to talk about any aspect of your child's education. I know that you will be keen to meet up with their new teacher to discuss how well they have settled and any particular needs which they may have. The Reception teachers will be arranging home visits and the teachers of the Year 1 and Year 2 classes will be arranging to see parents in the week starting 10<sup>th</sup> October. Please look out for letters inviting you to choose a suitable time (but don't wait until then if you need to meet with your child's teacher). Meetings for Nursery parents will be arranged through the term.

### **Volunteers**

We really appreciate the support we receive from all our volunteers. Some people stay and help with reading at the start of the school day and others help with the library at lunchtime and other classroom activities. If you are interested in volunteering please get in touch and we can then discuss what would suit you best.

### **Asthma and allergies**

If your child has asthma or an allergy please let us know. There are forms for you to complete so that we know their individual needs and understand the medication that they need. Our school cook is always made aware of any allergies and will always ensure that children are provided with alternative dishes to enable them to have the free school meals to which they are entitled. Forms are available at the school office.

**Clubs** We will be running a range of clubs this term. A letter will be sent out early next week with more information.

Yours sincerely,

Joanne Dean

ST IVES INFANT SCHOOL

**SCHOOL PHOTOGRAPHS WEDNESDAY 14 SEPTEMBER**

Dear Parent/Carer

We have arranged for Tempest to take individual and family group photos next Wednesday. To avoid families having to queue for a long time we have arranged slots for each class. If you would like a family group photograph taken please arrive at, or slightly after, the time we have set for your class. Please do not arrive in the hall before this time.

8.30 Sandpiper Class

8.45 Cormorant Class

9.15 Kittiwake Class

9.35 Heron Class

9.55 Chough Class

10.15 Puffin Class

11.00 Pipit morning Class

12.30 Pipit afternoon Class

Children can either come to school at the normal time and then join you when you arrive at the allotted time or, if it is more convenient, we are happy for children to come to school later that morning rather than you coming backwards and forwards to school!

**If your child is only being photographed on their own and not in a family group this will be done during school time and they should come to school at the normal time.**

Would you please complete and return this form to school as soon as possible.

Thank you.

Yours sincerely

Joanne Dean

**PLEASE TICK THE APPROPRIATE BOXES AND RETURN AS SOON AS POSSIBLE**

Would you like your child photographed: [ ] Yes [ ] No

A) ALONE [ ]

B) With his/her brother/sister who attends this school [ ] YES [ ] NO

C) With his/her brother /sister who attends Junior/Comp School [ ] YES [ ] NO

D) With his/her pre-school brother/sister (not nursery) [ ] YES [ ] NO

Signed ..... Parent/Guardian

Child's Name ..... Class Teacher .....

**St Ives Infant School and St Ives Junior School**  
**Application for a Trenwith Car Park Permit 2016 – 2017**

*If you have children in both schools you only need to complete on form and return it to either school.*

**Name:**

**Address:**

**Children's names and year groups:**

**80 permits are available between the two schools. If more than 80 applications are received the governors will use the information provided to determine how the permits are allocated.**

**Why do you need a car park permit?**

**How many children will you be bringing to school when you use the permit?**

**Please return to the school office by 10.00am on Monday 12 September. Only applications which are received by this deadline will be able to be considered.**

**Permits will be sent home on Monday 12 September. A waiting list will be kept of parents who are not allocated a permit.**